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Issue:	4
Date:	04 September 2010
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**Infrastructure Maintenance Planning Handbook –
Work planning using links between Ellipse,PPS and Visible Plan**

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1 Purpose

This process prepares the work plan for a Delivery Unit around the available track access for submission to the Delivery Unit Weekly Planning Meeting.

NOTE It is recommended that this process be started in week T-9 so that the necessary optimisation and (informal) approval of the relevant maintenance engineers can be obtained prior to the T-8 meeting. It is the responsibility of the Work Plan Coordinator, under the guidance of the Infrastructure Maintenance Services Manager, to make the necessary preparations prior to the T-8 meeting.

2 Scope

This module applies to Work Plan Coordinators and Section Planners. It specifies the requirements for:

- Optimising work plans within the visible plan
- Linking Ellipse work orders to worksites
- Updating Ellipse with the work plan
- Link codes used in PossMan

NOTE The use of the visible plan is not mandatory, however its use is recommended for optimising work planning.

3 Process

NOTE A flowchart of the process is shown in figure 1.

3.1 Preparation

3.1.1 Tools and equipment required:

- access to Network Rail's intranet site
- login access to Ellipse for updating changes automatically
- access to the Possession Planning System (PPS)
- access to the visible plan
- master the visible plan template
- PPS report CSV03
- Ellipse future work report (RTRFW0A).

3.1.2 Work planning considerations:

- competence required in the use of Ellipse, PPS and the visible plan
- use the latest version of the 'the visible plan
- link codes shall be included in the visible plan in Excel 'csv' format
- weekly Section Manager's review meetings required to optimise work plans. Refer to module 07 for details.