

APPENDIX I

A18- A180 Link Road

PROJECT COMMUNICATIONS PLAN

1. Purpose

The Communication Plan defines the means and frequency of communications between members of the project team. It should be read by all members of the project team in order to ensure a common view of communications.

Communication is required between a number of parties. This document defines the following groups of individuals:

- Responsible parties – the project team
- Accountable parties – inclusive of the Project Board
- Concerned parties – those who have a vested interest in the project
- Interested parties – all other parties

2. Project Communications

Recipient	Information Required	Frequency	Provider	Means
Project Board	Update & Exceptions Report	Bi-monthly At key stages of developing the project: When changes occur to cost above Quantified Scheme Estimate.	Senior Provider Project Manager	Minuted meeting
	Gateway Review	During lifecycle of project Before contract award Post contract	Conducted by officers from other departments	
Project Team	Progress Report	Bi-monthly	Project Manager	Minuted meeting
Cabinet	Cabinet report	At key stages of developing the project: Approval to seek Planning Stage Land Acquisition Stage. When changes	Senior Provider Project Manager	Cabinet Report

Recipient	Information Required	Frequency	Provider	Means
		occur to cost above Quantified Scheme Estimate.		
Portfolio Holder Environment	Update & Exception Report	At key stages of developing the project. When changes occur to cost above Quantified Scheme Estimate.	Senior Provider	Verbal confirmed by email/written memo
Regional Transport Board	Monitoring reports	At key stages of developing the project.	Senior Provider Project Manager	Proforma based report
GoYH	Monitoring reports	Quarterly	Project Manager	Major Schemes Unified Progress and Funding Claim Form
DfT	Information to justify Government funding.	At Programme Entry At Conditional Approval At Full Approval	Senior User Project Manager	Major Scheme Business Case
	Quarterly Monitoring Reports	Quarterly	Senior User Project Manager	Quarterly Reports
	Project Liaison	Continuous	Senior User Project Manager	email, written, telephone
*Highway Agency	Scheme details and plans	Before submission of MSBC Prior to planning application	Project Manager	Written communication Direct negotiations
*Network Rail	Scheme details and plans	Before submission of MSBC Prior to planning application	Project Manager	Written communication Direct negotiations
*Natural England	Scheme details and plans	Before submission of MSBC Prior to planning application	Project Manager	Written communication Direct negotiations NATA

Recipient	Information Required	Frequency	Provider	Means
*English Heritage	Scheme details and plans	Before submission of MSBC Prior to planning application	Project Manager	Written communication Direct negotiations NATA
*Environment Agency	Scheme details and plans	Before submission of MSBC Prior to planning application Prior and during land acquisition	Project Manager NELC Environment	Written communication Direct negotiations NATA Flood Risk Assessment
*Drainage Boards	Scheme details and plans and calculations	Before submission of MSBC Prior to planning application Prior and during land acquisition Detail design stage	Project Manager NELC Environment	Written communication Direct negotiations NATA Flood Risk Assessment
*Land owners	Application for land entry for surveys etc Land plans and schedules for land acquisition, easements and licenses	Before submission of MSBC Prior to planning application Prior and during land acquisition	NELC Estates Project Designer	Written communication Direct negotiations
*Statutory Undertakers Gas, Electricity, Water, & Telecommunications	Scheme details and plans	Key stages set out in NRSWA	Project Manager Project Designer	NRSWA applications/certificates. Written communication. Direct negotiations.
NELC Planning	Plans and schedules for planning application	Planning notice timescales	Project Designer Planning	Planning Notices
NELC Legal	Plans and schedules for Scheme Orders		Project Designer Legal	NELC Public Notices

Recipient	Information Required	Frequency	Provider	Means
NELC Land	Plans and schedules for land plans		Project Designer Estates	Written communication Direct negotiations
NELC Finance	Financial monitoring reports	Quarterly	Senior Provider Project Manager Project Designer	Written reports
Public	Scheme information for public liaison and information.	Key stages of scheme preparation Design and preconstruction stage Construction stage	Project Manager Project Designer	NELC Press Notices NELC Public Notices, NELC Website Public Meeting
Procurement	Notification of interest to tender	Notification of Interest stage	Project Designer	EU Journal Technical press
	Contract documents	Tendering stage	Project Designer	Technical press Invitation to tender
*Defined as Stake Holders				

3. Communications Schedule

Project Board Meetings

Attendees	Role	Frequency
Stuart Greaves (Network Management) Dick Crump (Transport Strategy) Steve Redfearn (Highway Maintenance)	Project Executive	Bi monthly

Progress Meetings

Attendees	Role	Frequency
Dick Crump (Transport Strategy)	Senior Supplier	
Bob Keld	Project Manager	
Simon Moss	Project Assurance	
Emma Warman (JMP Consultants)	Project Support	
John Drinkall (Highway Design) Luke Allwood (Finance) Damien Jaines-White (Valuation and Estates) Dick Marshal (Legal) Chris Holliday (Planning) Jason Whaler (Procurement) Nathan Vear (Environmental Improvement) Sarah Mainprize (Communications) Malcom Towle (Insurance and Risk)	Team Managers	

Checkpoint Meetings

Attendees	Role	Frequency
Bob Keld	Project Manager	Verbal/email/telephone as required
John Drinkall (Highway Design) Luke Allwood (Finance) Damien Jaines-White (Valuation and Estates) Dick Marshal (Legal) Chris Holliday (Planning) Jason Whaler (Procurement) Nathan Vear (Environmental Improvement) Sarah Mainprize (Communications) Malcom Towle (Insurance and Risk)	Team Managers	