

Appendix C(ii)

Northern Isles New Energy Solutions Project Structure

Roles and Responsibilities

Role	Responsibility and Accountability
Project Review Board	<ul style="list-style-type: none"> • Made up of Key Stakeholders from appropriate business areas. • Provide Supervisory, Assurance, Guidance and Assessment to the project. • Appoint project team • Commercial strategy and contracting strategy • Escalated issues resolutions • Approve start of commissioning stage
SHEPD Project Director	<ul style="list-style-type: none"> • Responsible for overall delivery of the project from opportunity assessment through to operational handover. • Management for Project Management Team • Responsible for overall Project Governance and compliance.
SHEPD Development Manager	<ul style="list-style-type: none"> • Opportunity Assessment • Business Case Preparation and Approval • Development of Project Budget and Spending plan. • Initiate Planning, wayleaves and consents process. • Preparation of Project Development Plan • Develop initial Safety Health and Environment management plans • Consider Socio-economic and public relations • Identify overall project programme and milestones. • Develop initial contract and procurement strategies • Identify project key performance indicators, including safety, capital cost, forecast, schedule performance, earned value; project returns • Resource strategy for key roles • Identify Risks, mitigation and response • Initial Quality Assurance • Basis of design report • Commercial arrangements • Create and management of Risk register • Reporting to Ofgem • Ongoing role with Development Team

SHEPD Delivery Manager	<ul style="list-style-type: none"> • Provision of leadership and direction for the delivery teams: • Programme: Monitor performance against programme and achieve Key Milestones and Handover dates • Safety: Act as ambassador for the Project, promoting a pro-active culture at site level. Ensure all documentation is in place and to the requisite standard • Quality: Handover of the agreed scope of works, completed to a high standard of workmanship. • Monitor and maintain customer satisfaction. • Cost: Responsible for delivering the agreed project scope to or better than budget • Risk: Update and amend register, complete with costed mitigation and planned response. • Procurement and co-ordination of services and interfaces, including resources and documentation to achieve programme delivery • Overall responsibility for project construction • Secure necessary wayleaves and consents for project • Provide all Testing and commissioning resources • Customer communication and progress feedback to overall Project Director
Learning and Dissemination Manager	<ul style="list-style-type: none"> • Key liaison with Academic Stakeholders • Project Reporting to all stakeholders • Agreement of areas of study • Review of learning from project based on the experience gained to steer future phases • Knowledge Transfer • Ofgem Reporting • Industry Committees • Identifying issues which may have Regulatory impacts
Stakeholder Manager	<ul style="list-style-type: none"> • Stakeholder management both Internally and Externally • Customer liaison and communication of new arrangements for connection. • Communication • Media relations • Events management • Support new commercial arrangements • Publications and literature