



## Project Roles and Responsibilities

| ROLE  | RESPONSIBILITY & ACCOUNTABILITY   |
|---|---|
| <b>SSE LCNF STEERING GROUP</b>                                | <ul style="list-style-type: none"> <li>• Overall responsibility for the successful delivery of the Thames Valley Vision Project and other successful bids</li> <li>• Approve and review bids</li> <li>• Approve Funding</li> <li>• Regularly Review Progress</li> <li>• Major Problem Resolution</li> <li>• Responsibility for project authorisation &amp; approval, achieving the Financial model targets</li> </ul>   |
| <b>PROJECT BOARD</b><br>(SEPD, GE, Honeywell, BFC, KEMA, UoR) | <ul style="list-style-type: none"> <li>• Overall accountability for the successful delivery of the Thames Valley Vision Project</li> <li>• Provision of Leadership and Direction for the individual project and feedback to the SSE LVNF Steering Group &amp; Overall Delivery Manager</li> <li>• Responsibility for the Day to Day running of the Project</li> <li>• Accountable for project authorisation &amp; approval, achieving the Financial model targets</li> <li>• Responsibility for risk management and mitigation</li> <li>• Primary external customer and partner company contact point</li> </ul>  |
| <b>PROJECT MANAGER</b>  | <ul style="list-style-type: none"> <li>• Provision of leadership and direction for the delivery and partnership teams, GE, Honeywell and sub contractor teams</li> <li>• Delivery of legal documentation for asset transfer, way leaves &amp; leases for the infrastructure</li> <li>• <b>COST:</b> Responsible for delivering the agreed project scope to or better than budget</li> <li>• <b>PROGRAMME:</b> Monitor performance against programme &amp; achieve key milestones and handover dates</li> <li>• <b>SAFETY:</b> Act as Ambassador for the project, promoting a proactive culture at site level. Ensure all documentation is in place and to the requisite standard</li> <li>• <b>QUALITY:</b> Handover of the agreed scope of works, completed to a high standard of workmanship. Monitor and maintain customer satisfaction</li> </ul> |
| <b>CUSTOMER MANAGER</b>                                       | <ul style="list-style-type: none"> <li>• Responsibility for the Corporate, SME and Domestic Consortiums</li> <li>• Responsibility for the project communications strategy</li> <li>• Contact with the BFC, TVCC and other customer Groups</li> <li>• Contact with Energy Suppliers</li> <li>• Responsibility for all School and Educational events</li> <li>• Responsibility for all Media Releases</li> </ul>  |

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| <b>COMMERCIAL<br/>TEAM incl Legal<br/>and Regulation</b> | <ul style="list-style-type: none"> <li>• Accountable for project authorisation &amp; approval, and achieving the Financial model targets</li> <li>• Responsibility for new commercial agreements and incentive payments to customers</li> <li>• Responsibility for communicating and negotiating with the Energy Suppliers</li> <li>• Providing Legal and Commercial Support to the Delivery Team</li> <li>• Responsibility for Regulation Support to the Delivery Team and Project Board</li> </ul>  |
| <b>DESIGN/<br/>TECHNOLOGY<br/>TEAM</b>                   | <ul style="list-style-type: none"> <li>• Incorporate best practices and new 3M methodology in the design to achieve most economical solutions</li> <li>• Ensure design complies with all relevant statutory and regulatory standards</li> </ul>   |
| <b>DELIVERY TEAM</b>                                     | <ul style="list-style-type: none"> <li>• Procurement and coordination of services and interfaces, including resources and documentation to achieve programme delivery</li> <li>• Secure necessary way leaves and consents for project</li> <li>• Manage new connection connections to local utility networks</li> <li>• Provide all testing and commissioning resources</li> <li>• Management of installation of multi utility trench</li> <li>• Customer communication and progress feedback to overall Project Manager</li> </ul>   |
| <b>OPERATIONS<br/>TEAM</b>                               | <ul style="list-style-type: none"> <li>• Ongoing operation &amp; maintenance of adopted 3M equipment and Network</li> <li>• Ensure 3M equipment performs to agreed standards</li> <li>• Monitor performance against guaranteed standards</li> <li>• Ensure high level of safety, continue as ambassador for the project</li> <li>• Ensure all documentation in place and to the requisite standard</li> <li>• All works completed to a high standard of workmanship</li> <li>• Monitor and maintain customer satisfaction</li> <li>• Report performance of networks and energy centre to the project board</li> </ul> |