

*LCN Fund Full Submission*

# *Supplementary Answer Form*

Tick if this answer is Confidential: ☐

Tick if this answer has been provided verbally: ☐

Project code:	WPD-T2-04	Question Number	WPD033
Question date	27.09.2012	Answer date	02.10.2012
Submission section question relates to	Full Submission Workbook		
Topic	Annual Project Costs		
Question	Please explain why a significant amount of PB's time is devoted to management. Please break this time down by task.		
Notes on question			
Answer	<p>As well as providing the appropriate engineering resource to review and ratify proposals and process, PB will lead the documentation of learning and communication of knowledge within the FLEXGRID project.</p> <p>Effective communication and collaboration channels are vital for the timely progress of complex innovation projects, such as FLEXGRID.</p> <p>PB has a proven track record in managing and supporting complex innovation projects with multiple companies participating. For example, PB led the consortium which received the IET Innovation Award (Power / Energy category) in 2010. This project implemented a prototype control system, using novel thermal state estimation and control techniques, to manage multiple distributed generation connections and to safeguard power system assets. The project succeeded in achieving all of the target deliverables on time and within budget.</p> <p>FLEXGRID is a detailed engineering project with three integrated Methods. Capturing the learning and transferring this learning to other distribution network licence holders is integral to the goals of the Low Carbon Networks Fund.</p> <p>PB will provide robust document control and an on-line repository for documents – these are critical for fostering collaboration between project partners and suppliers, particularly when the diverse geographical locations of partners and potential suppliers are taken into consideration.</p>		

PB will attend all FLEXGRID meetings, witness installations and document the 'live' learning process, ensuring that dissemination delays are minimised. PB will work with Bath University to support them as an effective conduit for knowledge transfer from all of WPD's LCNF projects to key stakeholders.

As stated in the full submission spreadsheet, PB will provide full-time project support throughout the duration of the FLEXGRID project. The dedicated project support will be provided by an individual to ensure consistency and coordination. Appropriate change control measures will be put in place to provide appropriate records and documentation for project handover, if required.

Indicative project support tasks are outlined below based on PB's previous experience of supporting innovation projects. These figures will be reviewed following our commitment to review the person days on the project after the Expert Panel.

Task	Description	Percentage time	Justification
1	Consortium and supplier meetings	40%	For example: Organising meetings, producing meeting agendas, attending meetings, writing minutes, disseminating minutes.
		(2 days / week)	
2	Organising stakeholder workshops	10%	Based on 8 workshops (1 every 6 months).
		(0.5 days / week)	For example: Organising workshops, producing workshop agendas, attending workshops, writing minutes, disseminating workshop outcomes.
3	Creating / maintaining up-to-date project documentation	25%	For example: Progress reports, risk assessments, project plans and change control plans.
		(1.25 day / week)	
4	Facilitating effective communication	10%	For example: Checking that agreed deliverables are understood and progressing, chasing deliverables, if they become overdue by partners or suppliers.
		(0.5 days / week)	
5	Creating / maintaining document repository	15%	For example: Uploading documents, filing documents, disseminating document repository updates.
		(0.75 day / week)	

Attachments	
Verbal Clarifications (Consultants )	