

ENGINEERING RECOMMENDATION P2 REVIEW

Monthly Progress Report to 22 July 2016

DCRP P2 WG

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Project name: Engineering Recommendation P2 Review
 Report title: Monthly Progress Report to 22 July 2016
 Customer: DCRP P2 WG
 6th Floor, Dean Bradley House
 52 Horseferry Road
 London
 SW1P 2AF

DNV GL Energy Advisory
 5-11 Lavington Street
 London,
 SE1 0NZ

Contact person: D Spillet
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Objective:

This document reports on the monthly progress made by the Consortium for the P2 review project. Progress is reported on each of the work streams that are presently active including:

- estimated progress so far
- forecast time to complete and deliver
- issues encountered
- forecast of potential issues or risks
- forecast of any changes in scope
- Target progress for next month.

The report also includes the latest revision of overall P2 Review project programme (phase 1), the up dated outstanding actions register and the latest version of the general risk register.

The programmed dates for future progress reports are summarised below:

No.	DCRP P2 WG Meeting Date	Issue Monthly Progress Report
19	TBA	Monday 22 August 2016

Rev. No.	Date	Reason for Issue	Prepared by
001	22/07/2016	Consortium monthly progress reporting	C MacKenzie



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Appendices

Appendix A	Project Program
Appendix B	Outstanding actions Register
Appendix C	General Risk Register

1 ACTIVE WORK STREAMS

The active work streams and sub work streams are highlighted in Table 1 along with those work streams that are complete or have still to commence.

Work stream/sub-work stream	Deliverable	Activity Status
Work Stream 1 -Project Initiation	Issue of initiation paper	Complete.
Work Stream 2 - Assessment of P2/6 and Identifying Options for Reform	Summary reports that fed into the WS3 'options' milestone report.	Complete
Work Stream 3 - P2/6 Options Report	P2/6 Options for reform report	Complete
Work Stream 5 Stakeholder Engagement Workshop	Stakeholder Workshop on WS3 options for reform report.	Complete
Work Stream 6 - Formal Strategy Consultation for P2/6	Formal Strategy Consultation Paper for P2/6	Complete
Work Stream 7 – Detailed review and analysis	Tabulated view of all question responses and actions to be taken with regards to final Phase 1 Report.	Just completed
Work Stream 8 - Phase 1 report	Phase 1 final report	Ongoing
Work Stream 9 - Programme work for Phase 2	Work programme for Phase 2 – project plan and supporting documentation	Still to start

Table 1 Summary of Active Work Streams

2 ACTIVE WORK STREAM SUMMARIES

2.1 Estimated progress

For all active work streams the following table shows the estimated progress this month and the overall progress to date including the estimated percentage completion and key milestones achieved or tasks completed or a brief account of progress.

Work Stream	% completion last month	% completion this month	Key milestones achieved or tasks completed or brief account of progress
WS7	60	100	<ul style="list-style-type: none"> Final report issued the ENA on 19 July 2016 for circulation to the WG. Since this is predominantly a report of the factual information from the consultation this report is issued for information and we do not propose to have a further issue.
WS8	10	30	<ul style="list-style-type: none"> Report skeleton drafted with reduced introductory sections compared with other reports to set the context. Consortium has reviewed the WS7 results and has considered response to some of the key economic arguments based on consultation responses and have drafted an internal MEMO on this subject. Plan to present the contents of the MEMO to the WG for discussion at the next WG meeting.

Table 2 Summary of active work stream progress

2.2 Forecast time to complete and deliver

The following table shows the forecast time to complete and deliver the active work streams.

Work Stream	Forecast calendar weeks to complete	Comments
WS7	complete	Completed on 19 July 2016
WS8	6 weeks	First draft due for issue on Friday 29 July. Programmed for completion Friday 2 Sept 2016 including WG input.

Table 3 Summary of active work stream forecast time to complete

2.3 Issues encountered

The following table shows the **recent** issues encountered and estimated delay caused for each active work stream along with potential options to mitigate delays where possible.

Work Stream	Issue encountered	Delay caused	Proposed mitigation	Forecast reduction in delay due to mitigation
	Nothing to report			

Table 4 Summary of active work stream issues encountered

2.4 Forecast of potential issues or risks

A forecast of potential issues or risks impacting on delivery timescales, outputs agreed or quality of outputs for each active or still to commence work stream are recorded in the following table. The table also contains potential options to mitigate any such impacts where possible.

Work Stream	Forecast Issue/Risk	Impact of Risk/Issue	Proposed mitigation	Forecast reduction in impact due to mitigation
WS8 and 9	Delays in WG agreeing the final recommendation for the future of P2, delays final issue of WS8 recommendations to DCRP and the development of the Phase 2 plan from WS9.	Delay to new forecast (May 2016) programme.	Work with S Cox and ENA to ensure group reach agreement quickly.	

Table 5 Summary of active work stream forecast potential issues or risks

2.5 Forecast of any changes in scope

The following table includes a forecast of any potential changes in scope for each active work stream that would require discussions with the DCRP P2 WG regarding an agreed change in scope or a budget variation.

Work Stream	Forecast scope change	Reason for change	Cost of potential scope change
	No additional forecast scope change at present.		

Table 6 Summary of active work stream forecast scope changes

2.6 Target progress for next month

The following table includes a forecast of the intended progress to be made in the next month based on the progress so far.

Work Stream	Planned work targets
WS8	Review the key economic arguments for reform of P2 in response to WS7 consultation points raised and highlight to WG at next WG meeting and discuss. Issue the draft WS8 report to the WG for review.
WS9	Start the WS9 Phase 2 review work plan.

Table 7 Summary of target progress for next month.



3 P2 REVIEW PROJECT PROGRAMME

Based on progress to date and forecast completion times, the latest forecast for the remaining delivery programme is included in Appendix A. The remaining programme has been revisited in May 2016 following the release to industry of the WS6 consultation document.

Appendix A also includes the original programme at the commencement of the project in January 2015 along with the revised programme agreed between the consortium members on 19 June 2015, followed by a further programme forecast made at the beginning of August 2015. The August revised programme reflects the data gathering issues encountered during WS2 and the additional time required by the WG to complete the WS2 peer reviews at key stages.

The November 2015 revised programme considered the delays to issuing the WS2.9 draft option report that through WS3 became the final options report for issue to the wider industry prior to the WS6 consultation. WS3 did commence with a WG workshop at the October 27 monthly WG meeting and the WS3 final options report was issued on 17 March 2016. The November 2015 programme is also included in Appendix A.

At the December 18th 2015 WG meeting the WS5 stakeholder event was confirmed by the ENA as 9th March 2016. Based on this date the remaining programme was revised in January 2016 and is also included in Appendix A.



4 OUTSTANDING ACTIONS REGISTER

The outstanding actions register is provided in Appendix B.



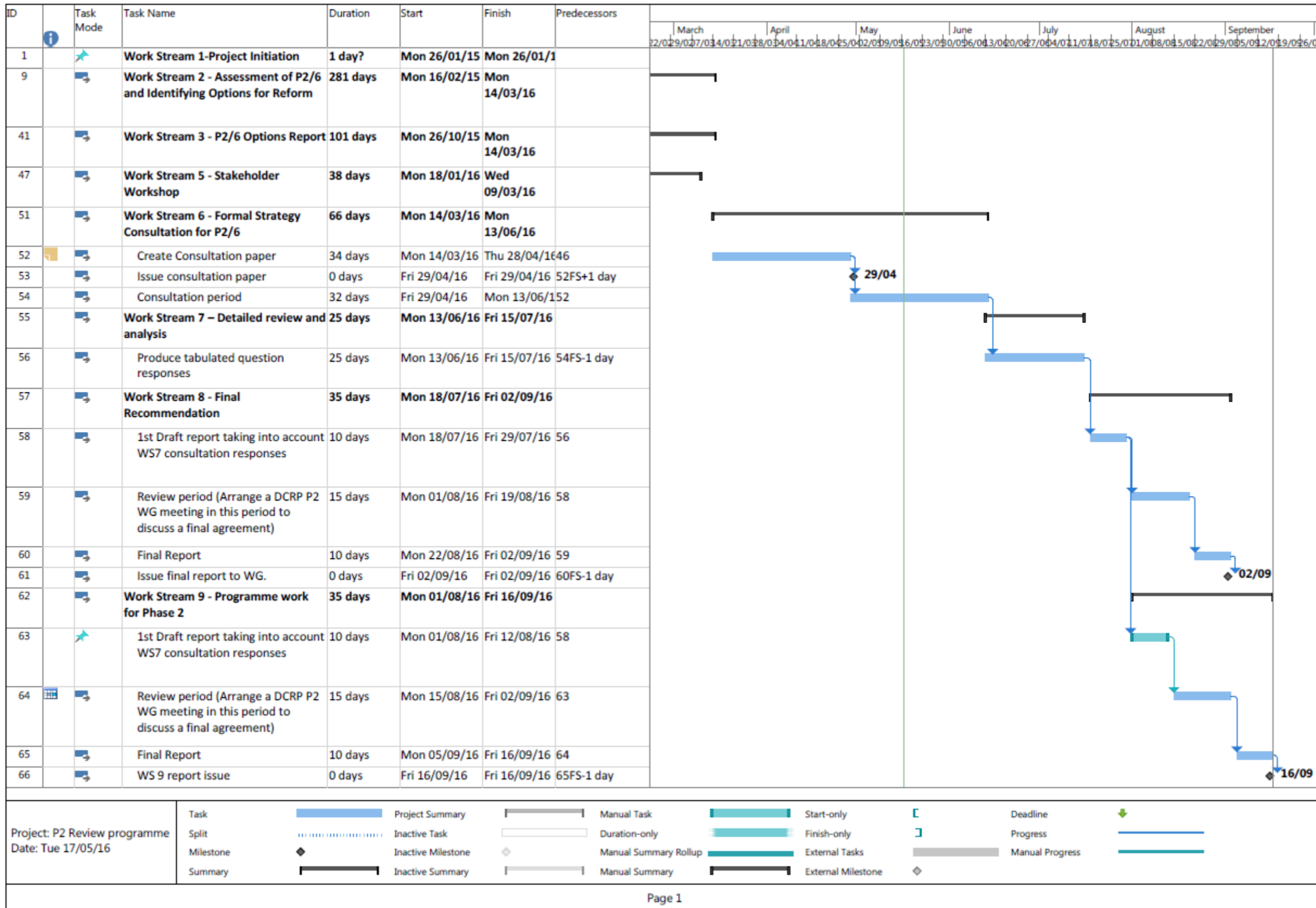
5 RISK REGISTER

The latest generic register of risks to programme delivery and mitigating controls is provided in Appendix C. The detailed risks and mitigation measures are provided in Table 5 in section 2.4.

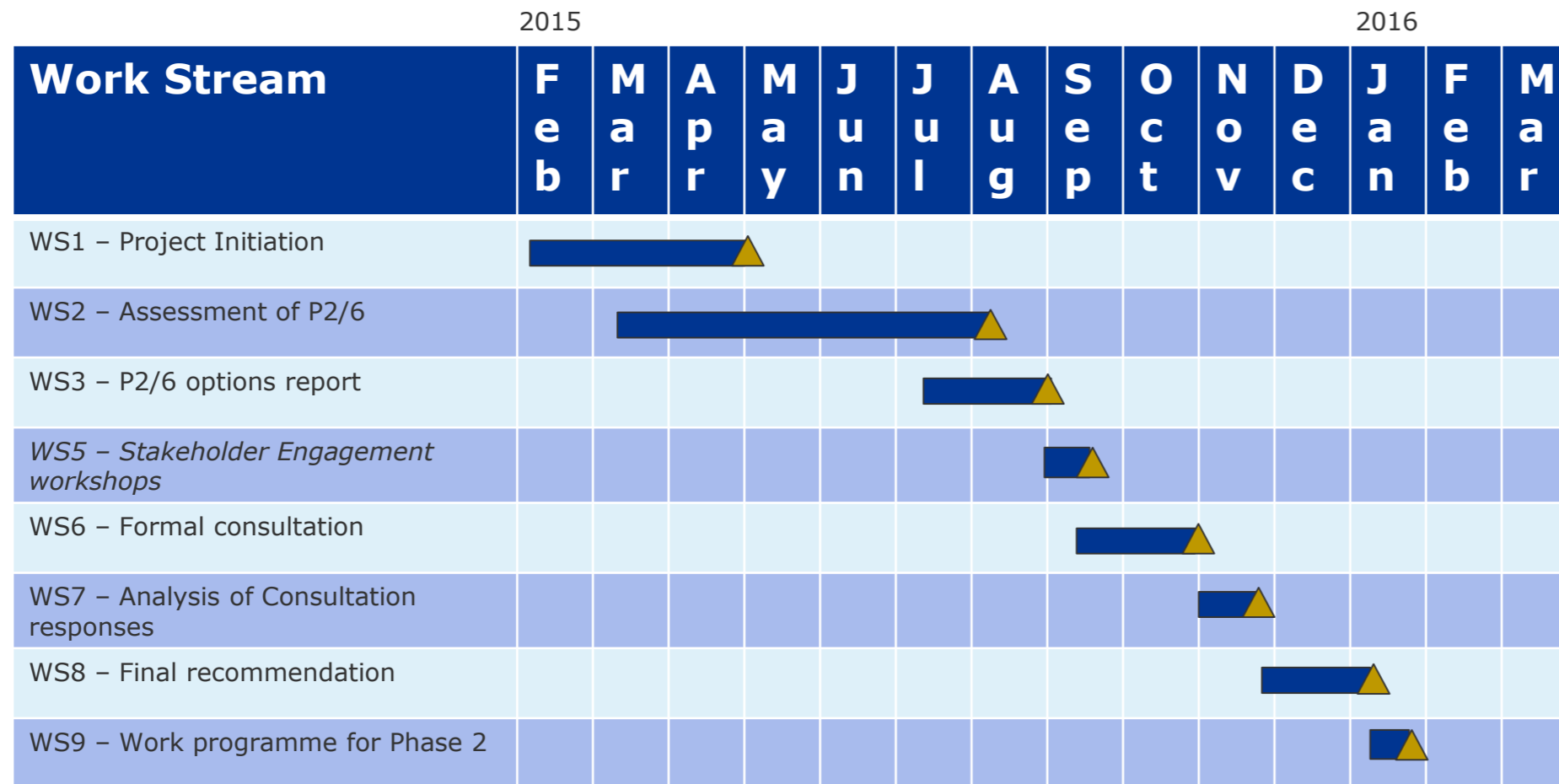


Appendix A Project Programme

The programme review carried out in May 2016 following release of the WS6 consultation document has resulted in the revised remaining programme below.

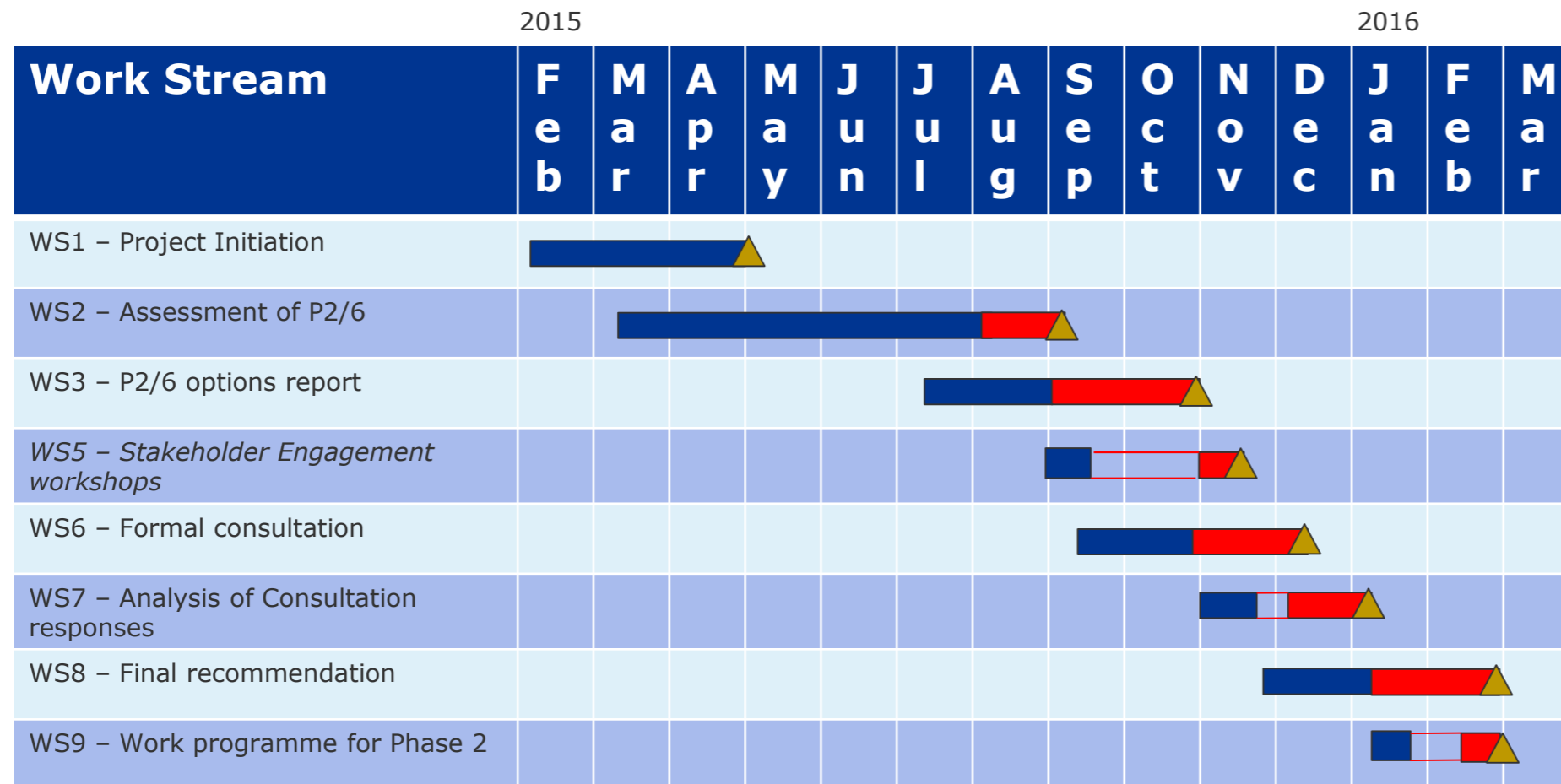


The original (January 2015) high level summary programme is shown below.



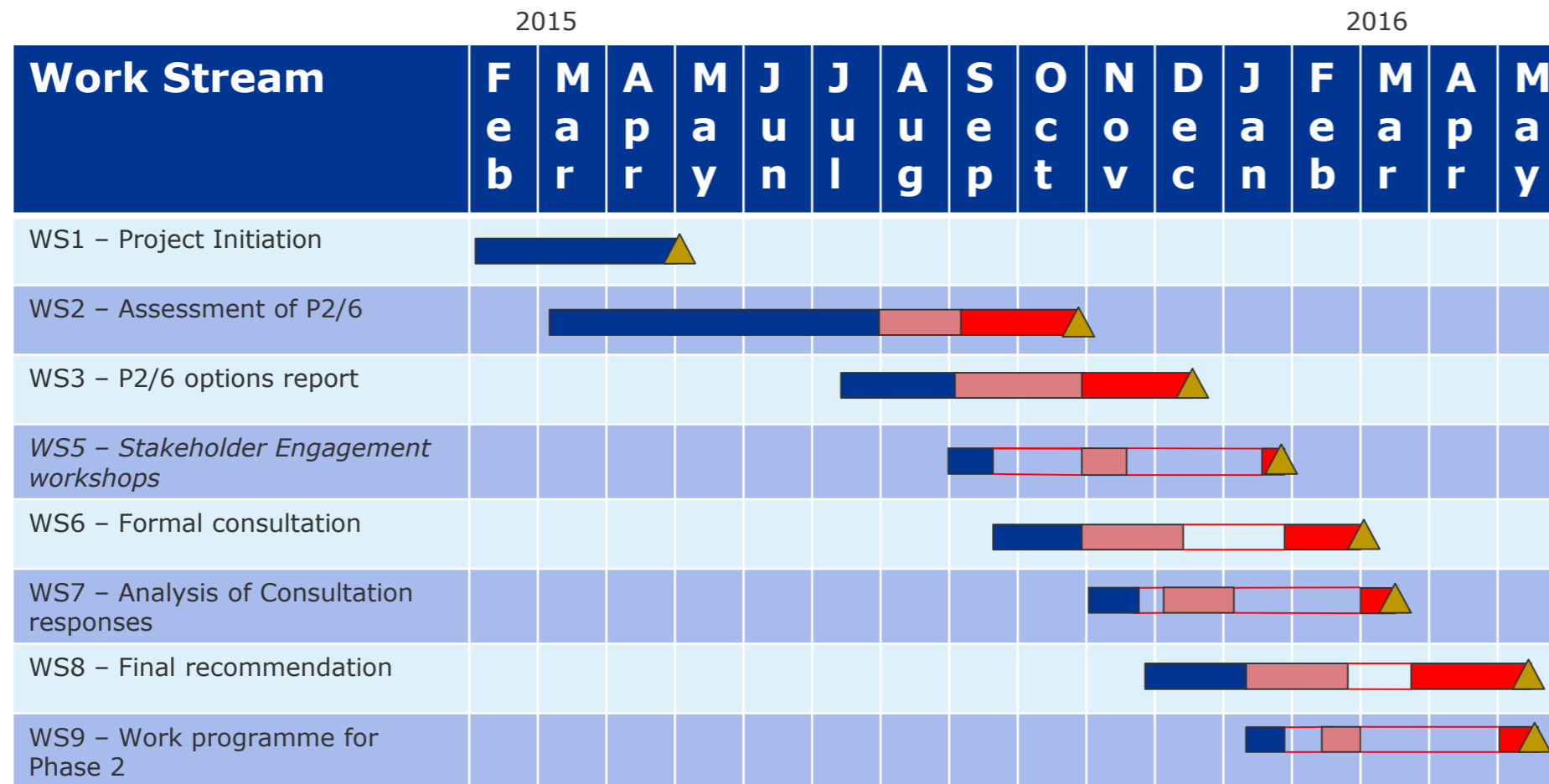
▲ = defined deliverable

The programme review carried out on June 19 2015 has resulted in the revised programme below. Revisions are coloured red.



▲ = defined deliverable

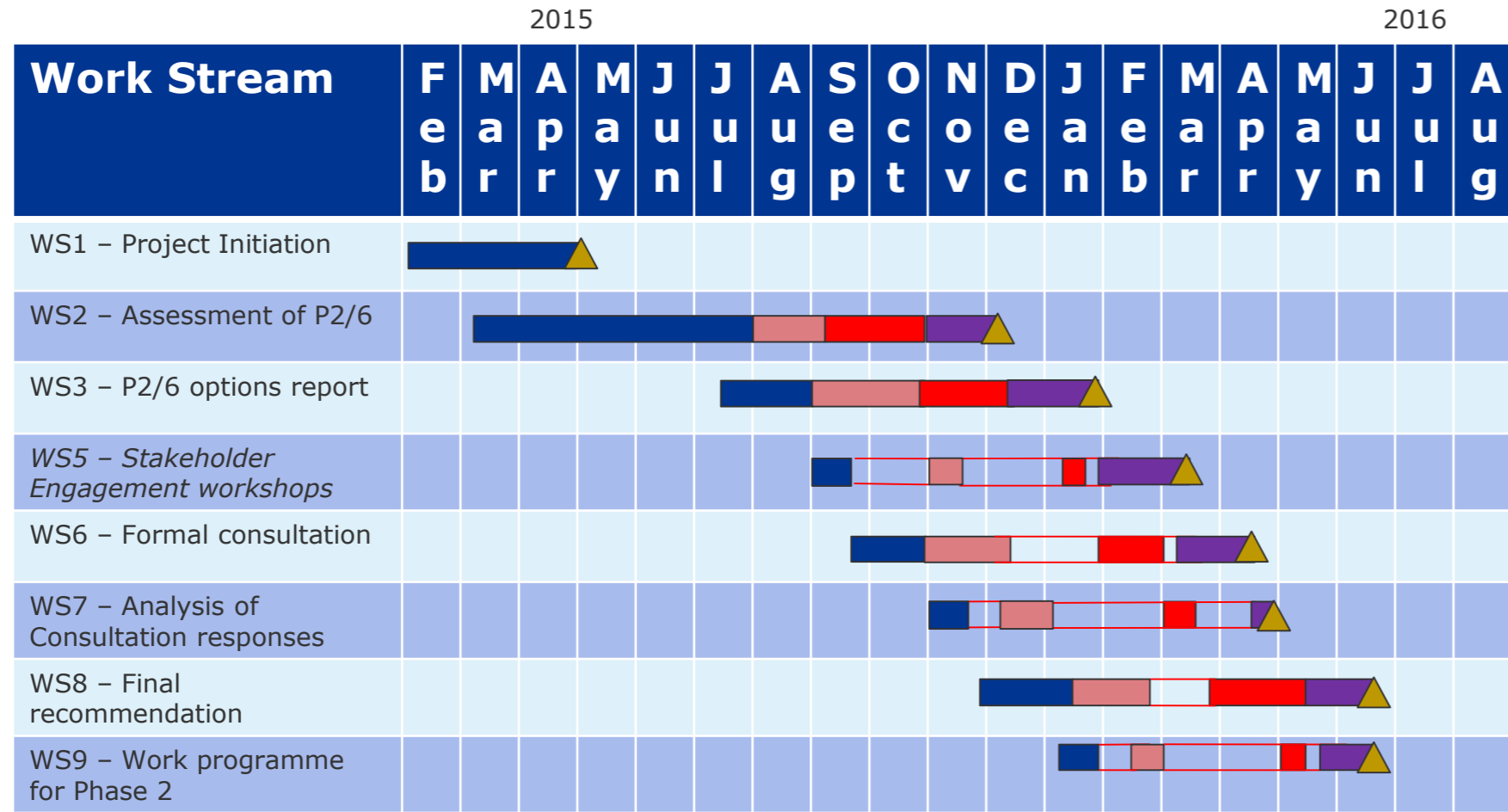
The programme review carried out in August 2015 has resulted in the revised programme below. The June revisions are coloured pink and the August revisions are coloured red.




▲ = defined deliverable

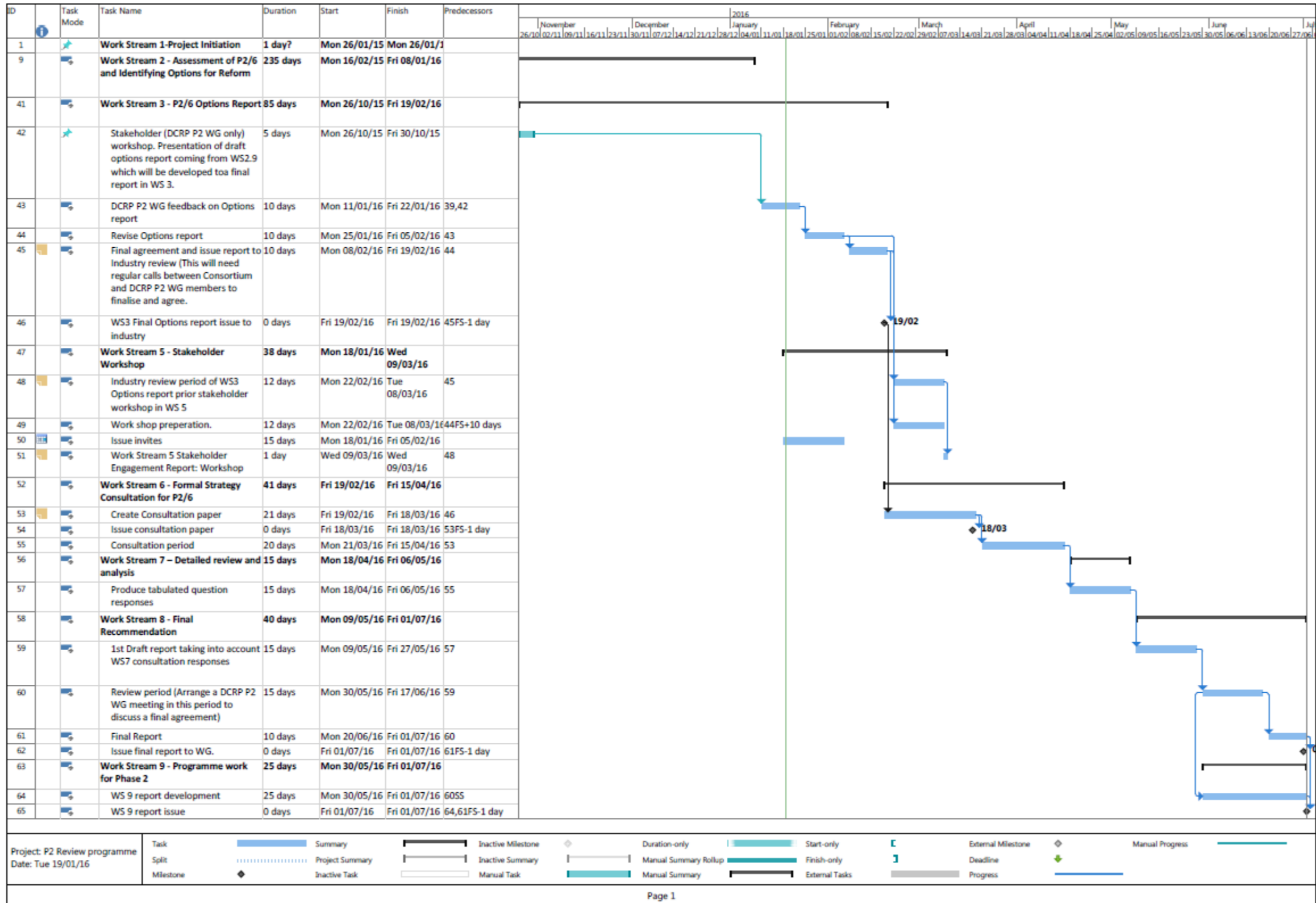


The programme review carried out in November 2015 has resulted in the revised programme below. The June programme revisions are coloured pink, the August revisions are coloured red and the November revisions are coloured purple.



 = defined deliverable

The programme review carried out in January 2016 resulted in the revised remaining programme below.





Appendix B Outstanding Actions

Outstanding actions following meeting on 23 June
actions from this meeting are recorded below for i

New Action	Action/Responsible/Due Date
16.1 Review if any action is required to address the lack of response to the consultation from demand side and customer groups	AB/CMack/15 July. Deemed by ENA as a fair responses. No action required.
16.2 When reporting the numbers of responses in each category, the number of Licence holders in each category is to be provided	AB/CMack/15 July. Completed
16.3 List of all companies that responded to the consultation to be included in the WS7 report	AB/CMack/15 July. Completed
16.4 Review project timeline to determine the impact of the date of the next DCRP meeting – 8 th September	AB/CMack/27 July. Timeline has been reviewed. Final report due on 2 nd Sept. Completed.



Appendix C Risk Register

ENA ER P2 Review

Risk analysis matrix

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Cells contain formulas and will be calculated. Do not update these cells.

Text Blue text represents sample text and should be ignored. This row is not included in graph and sort algorithm.

Acceptable risk score =

Use this page to register all risk factors currently known. Use a scale of 1- 5 (highest) to indicate probability and consequence for each factor.

Sort list to identify top 5 risks

Id	RBS	Risk description	P	C	Score	Last period	Action	Responsible
3	Project Management	Timescales slip on work streams and project end date or work cannot be completed within timescales	3	4	12		PM will work with ENA and team to revise the programme where possible.	PM
4	Technical	Work stream outputs do not deliver the expected results	2	4	8		PM and team will work with ENA to address any such issues as they occur.	PM
5	Technical	Data is delayed or unavailable (for techno-economic model)	4	3	12		All consortium members to make PM aware of issues. PM to assist with data from stakeholders.	PM
6	Project Management	Working together is difficult as partners are physically remote	2	2	4		PM to hold regular meetings with consortium partners to review any issues.	PM
1	External	Access to Stakeholders	1	3	3		Liaise closely with ENA, make sure process is transparent (robust stakeholder engagement process)	PM
7	Organizational	Insufficient resource or expertise within consortium to undertake work	1	3	3		Team includes duplicate resources	PM
8	Technical	Peer review process by DCRP P2 WG takes excessive time to reach a point where all DCRP P2 WG members are have with the robustness of data inputs and outputs from the IC analysis.	4	3	12		A P2 sub group has been put in place to speed up the peer review process	DCRP P2 WG chair.
9	External	WG members cannot agree final recommendations for WS3 option report prior to WS5 Industry stake holder event.	3	4	12		WS3 options report could be delivered just after WS5 workshop. However, greater than 15 day delay will delay overall programme.	DCRP P2 WG chair.



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