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### 1.0 PROJECT MANAGEMENT

#### 1.1 Management Level of Control

Every project shall produce an Asset Management Plan using a selection of the forms listed within the Event Management of Key Agreement (EMMA). The Project Manager shall determine and agree with the Maintenance Manager which forms are required for their project. The EMM shall outline the type, duration and location of any assets to be maintained by the Project; the Project shall only be maintained to the level options which must clearly align with the agreed Sponsor Instruction and Requirements. The AMP comprises a plan defining the management responsibilities for the relationship between Sponsor, Client and stakeholders, including requirements for O&M investment with Third Parties.

- **Project Planning & Control**: Processes
- **Product**: Mike Wright

#### 1.2 Stage Kick-Off Meeting Notes

This Plan defines how the PDM/PM will discharge the requirements defined within the Sponsor Instruction.

- **Project Planning & Control**: Processes
- **Product**: Mike Wright

#### 1.3 Stakeholder Management Plan

This Plan is issued as part of a Stage Kick-Off process and is intended to detail those stakeholders required for the project. The Plan shall detail all available information about the close out of the project.

- **Project Planning & Control**: Processes
- **Product**: Mike Wright

#### 1.4 Option Selection Report

This report must conclude with the justification for the preferred option supported by the relevant and up-to-date Business Case, and agree with the Maintenance Manager which forms are required for their project. The AMP comprises a plan defining the management responsibilities for the relationship between Sponsor, Client and stakeholders, including requirements for O&M investment with Third Parties.

- **Option Selection Report**: Processes
- **Product**: Mike Wright

#### 1.5 Stage Gate Reviews

Stage Gate Reviews are key milestones within a project to establish that a project has delivered products that were specified to be delivered, and of the project is progressed to the next Stage. As Designed stage of a project, generally when an estimate has been produced to support an Option Selection Report.

- **Stage Gate Reviews**: Processes
- **Product**: Mike Wright

#### 1.6 Project Closeout Report

This activity is an assessment of the most likely cost of the project, package or element, based on cost drivers for the project and its duration. The report must conclude with the justification for the preferred option supported by the relevant and up-to-date Business Case, and agree with the Maintenance Manager which forms are required for their project. The AMP comprises a plan defining the management responsibilities for the relationship between Sponsor, Client and stakeholders, including requirements for O&M investment with Third Parties.

- **Project Closeout Report**: Processes
- **Product**: Mike Wright

#### 1.7 Estimating Management Plan

Every project shall produce an Asset Management Plan using a selection of the forms listed within the Event Management of Key Agreement (EMMA). The Project Manager shall determine and agree with the Maintenance Manager which forms are required for their project. The EMM shall outline the type, duration and location of any assets to be maintained by the Project; the Project shall only be maintained to the level options which must clearly align with the agreed Sponsor Instruction and Requirements.

- **Estimating Management Plan**: Processes
- **Product**: Mike Wright

#### 1.8 Asset Management Plan

Every project shall produce an Asset Management Plan using a selection of the forms listed within the Event Management of Key Agreement (EMMA). The Project Manager shall determine and agree with the Maintenance Manager which forms are required for their project. The EMM shall outline the type, duration and location of any assets to be maintained by the Project; the Project shall only be maintained to the level options which must clearly align with the agreed Sponsor Instruction and Requirements.

- **Asset Management Plan**: Processes
- **Product**: Mike Wright

#### 1.9 Benefit Review

A defined product providing an early indication of the likely cost of a project based on a limited project description. Now that the change has been implemented, it is important to check whether the proposed benefits have been realised.

- **Benefit Review**: Processes
- **Product**: Mike Wright

#### 2.0 ESTIMATING MANAGEMENT

This activity is an assessment of the most likely cost of the project, package or element, based on cost drivers for the project and its duration. The report must conclude with the justification for the preferred option supported by the relevant and up-to-date Business Case, and agree with the Maintenance Manager which forms are required for their project. The AMP comprises a plan defining the management responsibilities for the relationship between Sponsor, Client and stakeholders, including requirements for O&M investment with Third Parties.

- **Benefit Review**: Processes
- **Product**: Mike Wright

### GRIP PRODUCT INDEX

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3.0 RISK & VALUE MANAGEMENT

Process Description
Risk and Value management plays a key part in defining the strategic risk and value moment in the project lifecycle. This process is used to improve the value of the project. The procedures will be linked to other strategic risk management and value management with a specific focus on Value Mgmt.

Product Description
This product provides a structure and procedure for the Risk and Value Management process with a specific focus on Value management.

3.1 Risk Register

Product Description
This product was used to record all risks throughout the duration of the project.

3.2 Risk and Value Management Plan

Product Description
This product provides a structure and procedure for the Risk and Value Management with a specific focus on Value Management.

3.3 Strategic Risk Identification and Management Workshop Report

Product Description
This product provides a structure and procedure for the Risk and Value Management process with a specific focus on Value management.

3.4 Qualitative Risk Analysis (QRA) Report

Product Description
This product provides a qualitative risk analysis matrix for the project. It includes a qualitative risk analysis matrix and a qualitative risk analysis report.

3.5 Quantitative Risk Analysis (QRA) Report

Product Description
This product provides a quantitative risk analysis matrix for the project. It includes a quantitative risk analysis matrix and a quantitative risk analysis report.

3.6 Option Definition Workshop Report (Value Management 1)

Product Description
This product provides a structure and procedure for the Value Management process with a specific focus on Value management.

3.7 Option Selection Workshop Report (Value Management 2)

Product Description
This product provides a structure and procedure for the Value Management process with a specific focus on Value management.

3.8 Lessons Learned Workshop Report (Value Management 4)

Product Description
This product provides a structure and procedure for the Value Management process with a specific focus on Value management.

4.0 CONSENTS & APPROVALS

Process Description
The Project Environmental Strategy describes in greater detail the environmental management arrangements and establishes Environmental Management Plan to ensure actions are undertaken throughout the design lifecycle.

4.1 Land and Consents Strategy

Product Description
This product provides a structure and procedure for the Land and Consents Strategy. It includes a Land and Consents Strategy report and a Land and Consents Strategy template.

4.2 Land and Consents Commitments

Product Description
This product provides a structure and procedure for the Land and Consents Commitments. It includes a Land and Consents Commitments report and a Land and Consents Commitments template.

4.3 Station Change

Product Description
This product provides a structure and procedure for the Station Change. It includes a Station Change report and a Station Change template.

4.4 Site Change

Product Description
This product provides a structure and procedure for the Site Change. It includes a Site Change report and a Site Change template.

4.5 EIA Strategic

Product Description
This product provides a structure and procedure for the EIA Strategic. It includes an EIA Strategic report and an EIA Strategic template.

4.6 EIA Pre-GRIP

Product Description
This product provides a structure and procedure for the EIA Pre-GRIP. It includes an EIA Pre-GRIP report and an EIA Pre-GRIP template.

5.0 ENVIRONMENTAL MANAGEMENT

Process Description
Most railway related projects require a consent of some kind in order for works to proceed. These may relate to land use, planning, and project specific requirements.

5.1 Environmental Appraisal

Product Description
This product provides a structure and procedure for the Environmental Appraisal. It includes an Environmental Appraisal report and an Environmental Appraisal template.

5.2 Environmental Action Plan

Product Description
This product provides a structure and procedure for the Environmental Action Plan. It includes an Environmental Action Plan report and an Environmental Action Plan template.

5.3 Project Environmental Strategy

Product Description
This product provides a structure and procedure for the Project Environmental Strategy. It includes a Project Environmental Strategy report and a Project Environmental Strategy template.

5.4 Environmental Impact Assessment

Product Description
This product provides a structure and procedure for the Environmental Impact Assessment. It includes an Environmental Impact Assessment report and an Environmental Impact Assessment template.

5.5 Environmental Management Plan

Product Description
This product provides a structure and procedure for the Environmental Management Plan. It includes an Environmental Management Plan report and an Environmental Management Plan template.

6.0 ENGINEERING MANAGEMENT

Process Description
This process is responsible for the coordination of all project works and will endeavor to resolve any issues that may arise. It includes a program of works and a schedule of events.

6.1 Construction Plan

Product Description
This product provides a structure and procedure for the Construction Plan. It includes a Construction Plan report and a Construction Plan template.

6.2 Site Safety Plan

Product Description
This product provides a structure and procedure for the Site Safety Plan. It includes a Site Safety Plan report and a Site Safety Plan template.

6.3 Environmental Management Plan

Product Description
This product provides a structure and procedure for the Environmental Management Plan. It includes an Environmental Management Plan report and an Environmental Management Plan template.

6.4 Quality Plan

Product Description
This product provides a structure and procedure for the Quality Plan. It includes a Quality Plan report and a Quality Plan template.

6.5 Waste Management Plan

Product Description
This product provides a structure and procedure for the Waste Management Plan. It includes a Waste Management Plan report and a Waste Management Plan template.

6.6 Site Security Plan

Product Description
This product provides a structure and procedure for the Site Security Plan. It includes a Site Security Plan report and a Site Security Plan template.

6.7 Site Access and Egress Plan

Product Description
This product provides a structure and procedure for the Site Access and Egress Plan. It includes a Site Access and Egress Plan report and a Site Access and Egress Plan template.
### 6.3 Concorde Safety Method (CSM)

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<td>6.3.11 Safety Verification Submission Checklist</td>
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#### 6.4 Safety Verification Application Form

In order to commence the pre-commissioning stage, an application form shall be submitted for the approval of the CIP. The form shall include details of the project and the proposed work to be carried out. The CIP shall review the submission in accordance with the guidelines and either issue an Interim SSV or raise queries for the Project to address in the form of a list of recommendations. The CIP shall also determine whether any further documentation is required.

#### 6.5 CIP Stage 3 Statement of Safety Verification (SV Cat 2 & 3)

The CIP shall issue the submission in accordance with the guidelines in Appendix D and either issue an Interim SSV or raise queries for the Project to address in the form of a list of recommendations.

#### 6.6 CIP Stage 4 Statement of Safety Verification (SV Cat 2 & 3)

The CIP shall issue the submission in accordance with the guidelines in Appendix D and either issue an Interim SSV or raise queries for the Project to address in the form of a list of recommendations.

#### 6.7 Pre-Commissioning Statement of Safety Verification (SV Cat 2 & 3)

The CIP shall review the submission in accordance with the guidelines and either issue an Interim SSV or raise queries for the Project to address in the form of a list of recommendations.

#### 6.8 Safety Verification Submission Checklist

The Project shall ensure that all applicable documentation is submitted in accordance with the requirements of this section. The Project shall also ensure that all applicable documentation is submitted to the CIP for review within the specified timeframes.

---

**Common Safety Method (CSM)**

- **Interoperability and Safety Verification (ROGS)**
- **Safety Verification**
- **Concorde Safety Method (CSM)**
- **Common Safety Method (CSM)**

The Common Safety Method (CSM) is a framework for the management of safety requirements in the context of CSM and Interoperability. See the Product and Project Management (PMP) guidelines for more information on the application of CSM and Interoperability. See the Project and Project Management (PMP) guidelines for more information on the application of CSM and Interoperability. See the Project and Project Management (PMP) guidelines for more information on the application of CSM and Interoperability.
## Safety Risk Assessment Log

### Product Description

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## Project Safety Strategy

### Product Description

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## Health and Safety File

### Product Description

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## Pre-Construction Information (PCI)

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## Planning Package Planning Process

### Product Description

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## Planning & Programme Controls

### Supporting Process

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## Change Management

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## Delivering Works Within Possessions (DWWP)

### Supporting Process

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## Investment Process

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## Contracts & Procurement

### Supporting Process

The Supporting Process for Contracts & Procurement is described as follows:

<table>
<thead>
<tr>
<th>Process</th>
<th>Contracts &amp; Procurement</th>
<th>Supporting Process</th>
<th>R</th>
<th>A</th>
<th>I</th>
<th>C</th>
<th>P</th>
<th>R, A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning &amp; Programme Controls Standard Index and Modules</td>
<td>NR/L3/INI/PG115</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>I</td>
</tr>
</tbody>
</table>

## Project Reporting

### Supporting Process

The Supporting Process for Project Reporting is described as follows:

<table>
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<tr>
<th>Process</th>
<th>Project Reporting</th>
<th>Supporting Process</th>
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<th>A</th>
<th>I</th>
<th>C</th>
<th>P</th>
<th>R, A</th>
</tr>
</thead>
<tbody>
<tr>
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<td>NR/L3/INI/PG115</td>
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<td></td>
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<td>I</td>
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</table>

## Whole Life Costing

### Supporting Process

The Supporting Process for Whole Life Costing (WLC) is described as follows:

<table>
<thead>
<tr>
<th>Process</th>
<th>Whole Life Costing</th>
<th>Supporting Process</th>
<th>R</th>
<th>A</th>
<th>I</th>
<th>C</th>
<th>P</th>
<th>R, A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning &amp; Programme Controls Standard Index and Modules</td>
<td>NR/L3/INI/PG115</td>
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