**Pro Forma for Annual Reporting on TNPPs **

**General Guidance**

This pro forma is designed to facilitate annual reporting by SONI for Transmission Network Pre-Construction Projects (TNPPs). SONI should complete a pro-forma for each project.

Actual costs should be entered into the cost spreadsheet in **nominal terms**.

References to baseline, are to the original baseline for the TNPP contained in the original TNPP pro-forma application. This original baseline (e.g. in terms of dates and values) should not be changed.

***SONI to Complete***

**TNPP PROJECT TITLE:**

**COST REPORTING YEAR:**

**RESPONSIBLE OFFICER (SONI):**

**SIGNED: DATE:**

**APPROVING OFFICER (SONI):**

**SIGNED: DATE:**

**Section 1: Overview of progress and status on TNPP**

* *Summarise activity on the project in the past year*
* *Comment on any deviations from the baseline – e.g. time slippages or unexpected costs / costs increases*
* *Identify any material risks to completion and / or delivery of anticipated project benefits*

**Comments:**

**Section 2: Pre-Construction Project Plan**

* *For each of the activities identified in the original TNPP application, provide the latest timeline*
* *Identify any additional new activities*
* *Identify any changes to key milestones from the original TNPP application, in particular the expected pre-construction completion date*
* *Provide any explanatory comments in the text box below from changes from the baseline and the previous year (e.g. reason for new activities, reasons for delays to the start of activities, reasons for works not completing on time, etc.*

|  |  |  |
| --- | --- | --- |
| **Activity (with description)** | **Baseline Timeline (From – To)** | **Latest Timeline (From – To)** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |
| **6.** |  |  |
| **7.** |  |  |
| **8.** |  |  |

|  |  |
| --- | --- |
| **Key Milestones** | **Critical Path Item** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

**Comments:**

**Section 3: Assess Risks and Uncertainties**

* *Identify and describe the risks that the pre-construction activities may face.*
* *Explain the likely impact of the various risks without mitigation.*
* *Identify measures to ensure that each risk is appropriately managed and mitigated*
* *Explain any material changes in the project risks from the baseline and since the previous year.*

|  |  |  |
| --- | --- | --- |
| **Risk Description** | **Likely impact of Risk H/M/L****(Post-Mitigation)** | **Identify relevant risk management / mitigation measures & explain impact** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |
| **6.** |  |  |
| **Overall Risk (H/M/L):** |  |  |

**Comments:**

**Section 4: Pre-Construction Project Budget**

* *Report costs of the project incurred in the year by pre-construction activity (as identified in the original TNPP pro-forma)*
* *For each distinct activity a breakdown of costs should be reported by, for example:*
* *Internal staff costs, FTE numbers, daily rates and estimated time (this should be split by activity).*
* *External/consultancy staff costs, FTEs, daily rates and estimated time (this should be split by activity).*
* *Wayleave/easement cost estimates.*
* *The company should use (and return) the attached spreadsheet to complete the table below.*
* *Provide any explanatory comments in the text box below for changes from the baseline forecast (e.g. increased scope, risks realised, delays to project, etc.)*

**

|  |  |
| --- | --- |
| **Activity** | **Actual Cost incurred in year (£)** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |
| **7.** |  |
| **8.** |  |
| **Total Pre-Construction Cost Incurred in year** |  |

**Comments:**