

Project Name

Pro-forma for Annual Reporting on TNPPs

Tariff Year: 201X/1X



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.

Cover letters accompanying the submission should be signed by the relevant accounting officer e.g. Managing Director, Senior Manager or SONI Board member.

PRE-CONSTRUCTION PROJECT DETAIL

Section 1: Overview of progress and status of TNPP

- Summarise activity on the project in the past year.
- Comment on deviations from the baseline [after adjusting for RPI] – e.g. time slippages or unexpected costs / costs increases / real price effects etc.
- Comment on deviations from the latest best estimate provided [after adjusting for RPI].
- 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 estimate.
- 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 below from changes to 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).
- Where possible, provide a tracking Gantt chart.

Activity	Baseline Timeline (From – To)	Previous Estimate (From – To)	Current Estimate (From – To)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Key Milestones	Critical Path Item
1.	
2.	
3.	
4.	
5.	

Comments:

Section 3: Risks and Uncertainties

- Identify and describe the risks that the pre-construction activities have faced or may yet 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 Costs

- Report costs of the project incurred in the previous tariff year and overall 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 actual time (this should be split by activity).
 - External/consultancy staff costs, FTEs, daily rates and actual time (this should be split by activity).
 - Wayleave/easement costs.
- 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 and previous best estimate (e.g. increased scope, risks realised, delays to project etc).



2018-03-09 TNPP
Reporting Template.

Activity	Actual Cost <i>In-Year</i> (£)	Actual Cost <i>Overall</i> (£)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Total Pre-Construction Costs		

Comments: