Programme Planning Advisory Notes
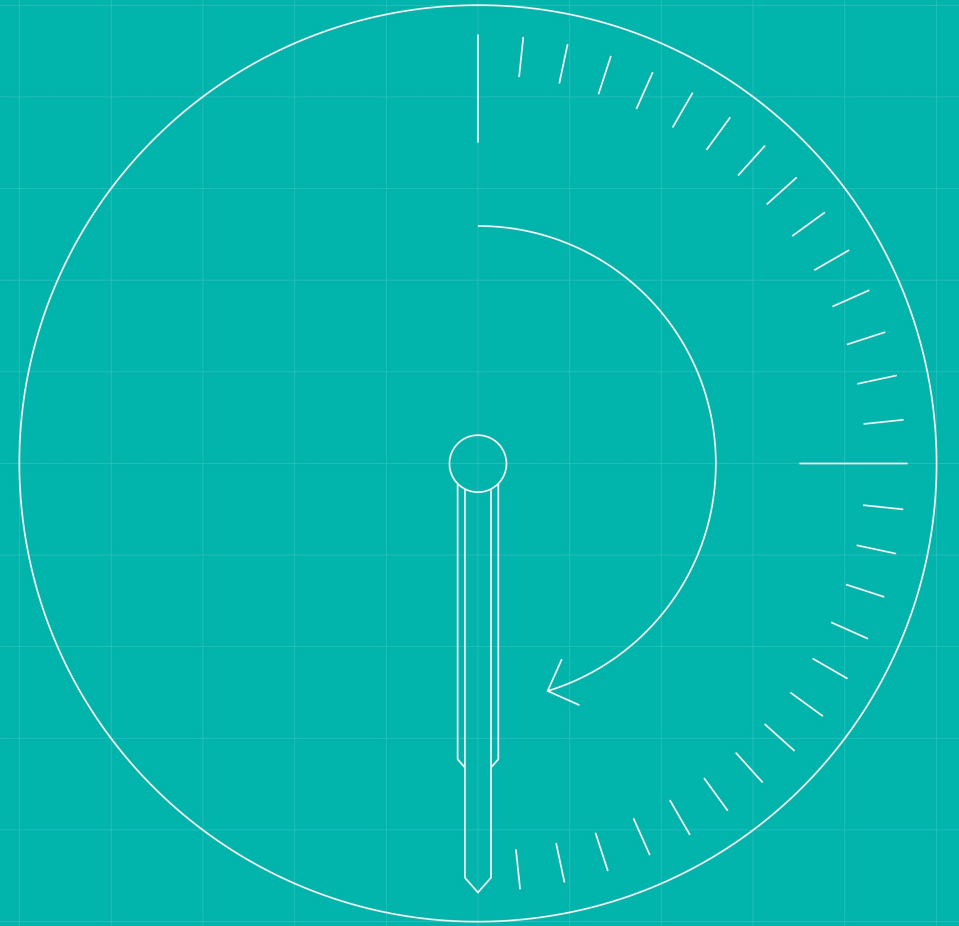
Version 0.1

MHHS DEL1352

Guidance

Guidance for participants using this document

At the Programme Steering Group (PSG) meeting on 8 June 2023, Change Request 022 (CR022) was approved following Ofgem approval of Level 1 milestone changes. It was agreed with PSG that version 5.0 of the MHHS Outline Plan will be adopted as the baseline change.
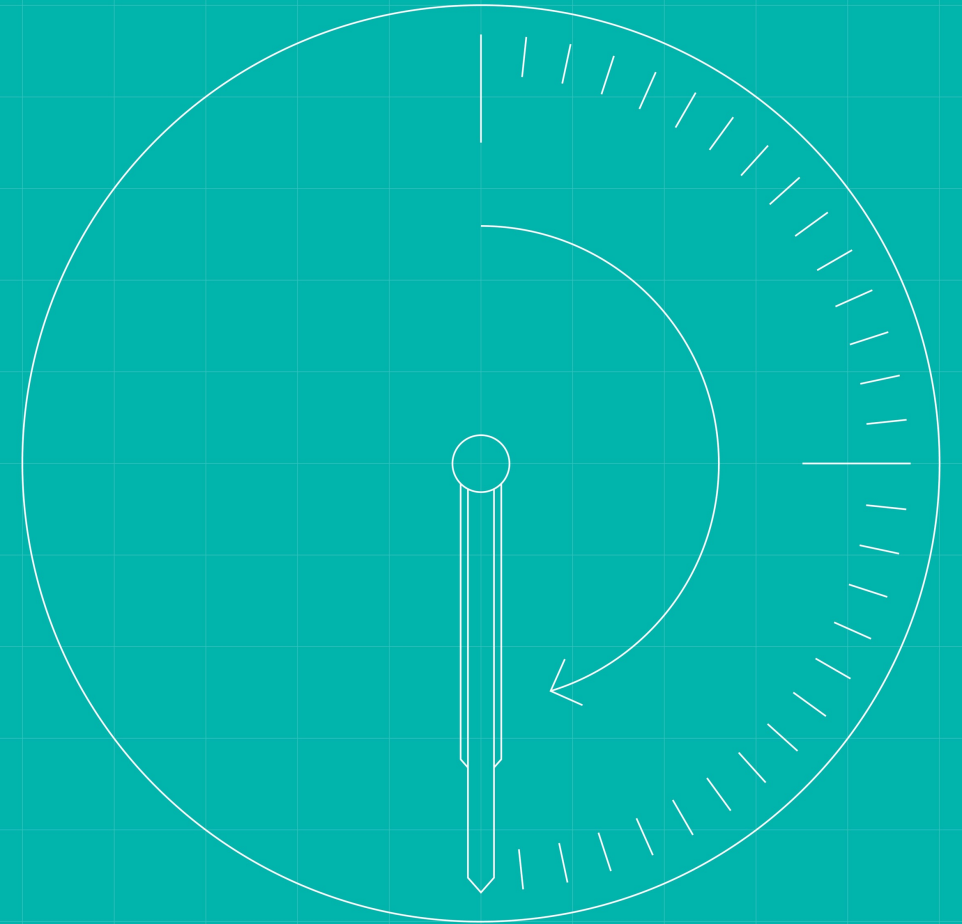
As detailed in CR022 a Programme of this size and complexity will inherently carry risk. Any future changes will be managed through Programme Governance and Change Control, with the Milestone Register falling under Change Control. As a live document, the Programme Plan will be updated with changes approved at Governance forums and will highlight proposed changes to milestones.

We have made a number of layout adjustments to the Programme Plan in response to participant feedback, in order to make it easier to identify changes to the plan. The column headers in MS Project and Excel are explained in this document, along with filtering suggestions for identifying changes.

The latest MHHS Outline Plan will be published on a fortnightly basis in both MS Project (.mpp) and Excel (.xls). The first release will be on 21 June 2023 and fortnightly thereafter.

If you need any more information or would like to provide further suggestions, please contact PMO@mhhsprogramme.co.uk.

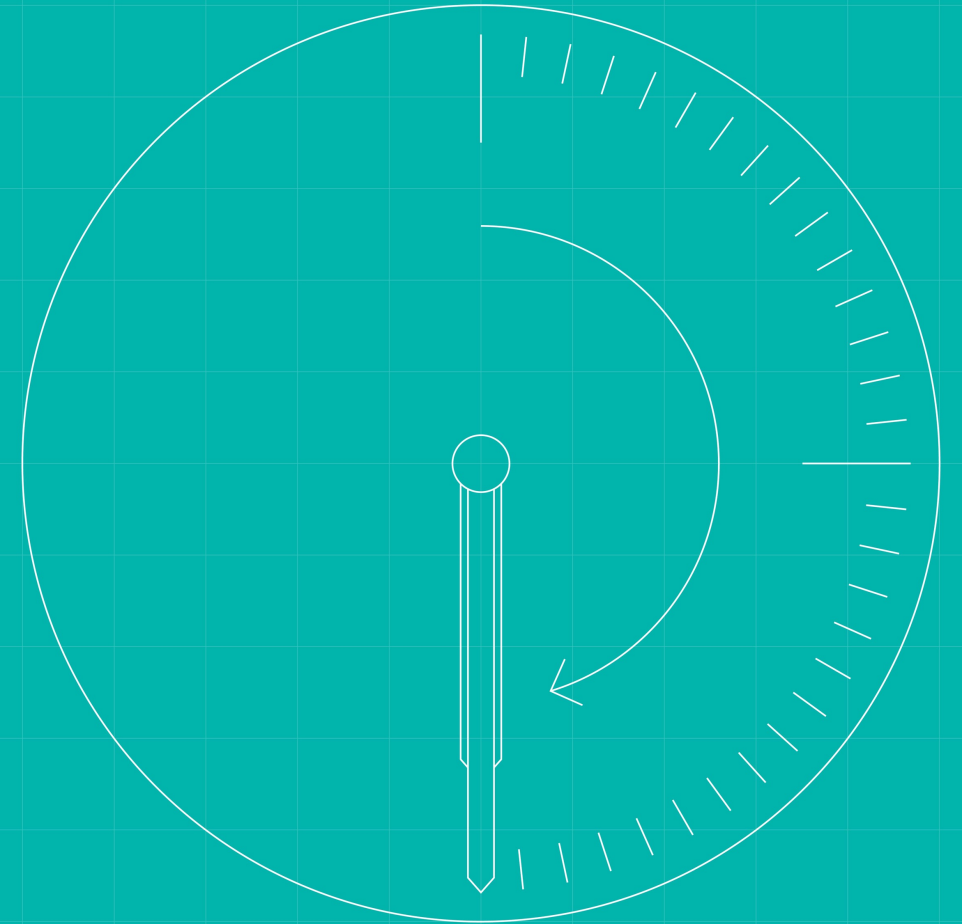# Identifying Changes to the Programme Plan

Identifying Changes to the Programme Plan

The Programme Plan will be updated on a fortnightly basis. To identify the changes made to the plan in both MS Project (.mpp) and Excel (.xls), we recommend you filter by the column headers below:

Column Header	Column Description	Filter	Changes Shown
Start Variance	Contains the variance between the Start field and Baseline Start field	Filter for any variance larger or smaller than 0 or to show the difference between the Start date and Baseline Start. This will show the movement of the task over the past fortnight	Date variance
Finish Variance	Contains the variance between the Finish field and Baseline Finish field	Filter for any variance larger or smaller than 0 or to show the difference between the Finish date and Baseline Finish. This will show the movement of the task over the past fortnight	Date variance
Duration Variance	Contains the variance between the Duration field and Baseline Duration field	Filter for any variance larger or smaller than 0 to show the difference between the Duration and Baseline Duration. This will show the movement of the task over the past fortnight	Task duration variance
Milestone Change Status	This field shows whether the change to the milestone date has been approved by the relevant governance group, or is pending approval	Filter by Approved to show approved milestone changes or filter by Pending to show pending milestone approvals	Milestone Change Status'
Update version	This field shows the version of the plan for which the latest update to the task/milestone was made	Filter by different versions of the plan to identify when changes to tasks were made	Version of the plan the last change was made
Active	Identifies whether the task is a live task within the plan (yes) or has been made inactive and deleted (no)	Filter by No to show tasks which have been removed. (Further filtering by the Update version will show changes in status over the past period)	Removed Tasks

New added tasks will be highlighted in light blue but can also be found using the 'update version' filter.

Field Name Descriptions

Programme Plan Headers

The Programme Plan column headers which are visible in both MS Project (.mpp) and Excel (.xls.) are detailed below:

Column Header	Column Description
WBS	This field contains the work breakdown structure (WBS) codes. The WBS code defines a logical hierarchy (tree structure) between associated tasks and activities
Milestone Tier	Tier for every plan milestone that corresponds to the milestone register, ranging from Tier 1 to Tier 3. These are further defined in the Milestone Register which can be found on the Planning page
Milestone ID	Each milestone has a unique ID further elaborated on in the Milestone Register
Approving Governance Forum	Approving Governance Forum for the relevant milestone. This forum is responsible for approving any changes to dates
Artefact ID	A unique Artefact ID is created for documents that are developed by the Programme
Task Summary Name (excel version only)	The Task Summary Name field contains the names of the summary tasks associated with each task
Task Name	Brief description of each task or milestones
Start	Current planned start date for the task and/or latest approved changes as aprrved by associated governance body
Finish	Current planned finish date for the task
Duration	Task duration between Start and Finish. Note this is not the same as task effort
Baseline Start	Start dates as set out in previous version (to be updated fortnightly)
Baseline Finish	Finish dates from the previous iteration of the plan (to be updated fortnightly)

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Programme Plan Headers

Column Header	Column Description
Baseline Start @ CR022 (Excel Only; hidden in MPP)	Start date agreed at CR022 in accordance with baseline plan agreed by PSG on 8 Jun 23 forming CR022 baseline in MPP)
Baseline Finish @ CR022 (Excel Only; hidden in MPP)	Finish date agreed at CR022 in accordance with baseline plan agreed by PSG on 8 Jun 23 forming CR022 baseline plan
Predecessor	Task ID numbers on which the task depends on before it can be started or finished
Successor	Task ID numbers whose start or finish date is driven by a predecessor task
Start Variance	Variance between the Start field and Baseline Start field **Tip:** Filtering on all changes other than '0' will indicate changes since previous version
Finish Variance	Variance between the Finish field and Baseline Finish field **Tip:** Filtering on all changes other than '0' will indicate changes since previous version
Duration Variance	Variance between the Duration field and Baseline Duration field **Tip:** Filtering on all changes other than '0' will indicate changes since previous version
Responsible	Contains the party(s) primarily responsible for completing ("doing") the task
Involved	Contains the party(s) involved contributing to the completion the task
Milestone Change Status	Indicates whether a new milestone or amended milestone date has been approved by the relevant governance group, or is pending approval
Update version	Version of the plan for which the latest update to the task / milestone was made
Active	Identifies whether the task is a live task within the plan (yes) or has been made inactive and deleted (no) **Tip:** Timing of task deleted ("Inactive") tasks seen by looking at *Update Version* field
Notes	Used to provide further commentary on a task as required

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Thank you

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