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|  | Lower Thames Crossing Integration Partner Contract Task Brief | Ref: Volume 3B (3) LTC Task Brief (Engrossment version)(108042094.1) | Template |
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This Task Brief is subject to all the terms and the conditions set out in the Lower Thames Crossing Integration Partner Contract between the *Client* and the *Consultant*. The details specific to this Task are defined below. The *Consultant* is required to submit a Task Quotation to the *Service Manager* based on the requirements defined in this Task Brief prior to possible issue of the Task Order.

Note - The Task Brief is not an instruction to undertake any works or services.


| CONTRACT / TASK DETAILS | | | | | |
|---|---|--------------------------|---|--------------------------|---|
| Task Portfolio | | | | | |
| Phase Title | | | | | |
| Task Title | | | | | |
| Design Assurance | Highways England or <i>Consultant</i> Name | | | | |
| Task Type () Reference to Scope and Task Schedule | Core Services | | Phase Specific Services | | Systems & Process |
| | | | | | |
| | CS1 – Health, Safety, Security & Wellbeing | <input type="checkbox"/> | PS1 – Design Management and Assurance | <input type="checkbox"/> | SP1: General systems requirements <input type="checkbox"/> |
| | CS2 - Communications and stakeholder management | <input type="checkbox"/> | PS2 – Project Integrator | <input type="checkbox"/> | SP2 – Items to be provided by the Consultant <input type="checkbox"/> |
| | CS3 - Project Management Office including Integrated Project Controls | <input type="checkbox"/> | PS3 – Consents management and discharge | <input type="checkbox"/> | SP3 – Client Software <input type="checkbox"/> |
| | CS4 – Legacy and Benefits Management | <input type="checkbox"/> | PS4 – Land Management | <input type="checkbox"/> | SP4: Connectivity <input type="checkbox"/> |
| | CS5 – People and Organisational Management | <input type="checkbox"/> | PS5 – Environmental and Sustainability Management | <input type="checkbox"/> | SP5: Local Area Network (LAN) <input type="checkbox"/> |



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| | CS6 – Quality Management | <input type="checkbox"/> | PS6 – Early Works Coordination | <input type="checkbox"/> | SP6: LAN Switching | <input type="checkbox"/> |
| | | | PS7 – Utilities Management and Third-Party Agreements Support | <input type="checkbox"/> | SP7: Wide Area Network (WAN) | ✓ |
| | | | PS8 – Contract Management | <input type="checkbox"/> | SP8: Communications Rooms | <input type="checkbox"/> |
| | | | PS9 – Construction Delivery | <input type="checkbox"/> | SP09: Wi-Fi Network | <input type="checkbox"/> |
| | | | PS10 – Risk and Opportunity Management | <input type="checkbox"/> | SP10: Telephony | <input type="checkbox"/> |
| | | | PS11 – Testing and Commissioning | <input type="checkbox"/> | SP11: Mobile telephony | <input type="checkbox"/> |
| | | | PS12 – Handover into Operation and Asset Management | <input type="checkbox"/> | SP12: Printing | <input type="checkbox"/> |
| | | | | | SP13: Email and Calendaring | <input type="checkbox"/> |
| | | | | | SP15: Document Management and Control Systems | <input type="checkbox"/> |
| | | | | | SP16: Customer Relationship Management (CRM) System | <input type="checkbox"/> |
| | | | | | SP18: User and System Account Management | <input type="checkbox"/> |
| | | | | | SP19: Systems Service Management (Service Desk) | <input type="checkbox"/> |
| | | | | | | |

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|--|--|--|--|--|---------------------------------------|--------------------------|
| | | | | | SP26: Digital Office Signage Solution | <input type="checkbox"/> |
| | | | | | | |
| | | | | | | <input type="checkbox"/> |

| TASK DETAILS | |
|--|---|
| Description of Task. | |
| Insert brief description of Task | |
| Scope of Task | |
| Description of task | |
| Task Deliverables | |
| Milestone/Sub Milestone | <ul style="list-style-type: none"> Insert milestone/sub-milestone required to be achieved during phase |
| Service line products | <ul style="list-style-type: none"> Insert Service plan in accordance with CS603.2 |
| KPIs | <ul style="list-style-type: none"> Insert KPIs in accordance with X20 and attached schedules |
| Phase Forecast send | <ul style="list-style-type: none"> Insert Forecasted spend Vs cost for Project Contractsfor this phase |
| Integration Partner Requirements, Specifications and Standards | |
| General | |
| | |
| Known constraints, critical success factors, agreements, key risks (threats and opportunities) | |




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| | |
| Known changes to baseline scope and estimate. | |
| | |
| Baseline Estimate | |

| KEY TASK DELIVERABLES AND MILESTONES | | | |
|--------------------------------------|--------|-------------------------|--------|
| Deliverable / Milestone | Date | Deliverable / Milestone | Date |
| Task Quotation return date | Insert | | Insert |
| Task Starting Date | Insert | Task Completion Date | Insert |
| Task Programme | Insert | H&S file submission | Insert |
| Risk Register submission | Insert | | Insert |
| Other key milestones | Insert | Other key milestones | Insert |
| Other key milestones | Insert | Other key milestones | Insert |


| TASK RISKS (THREATS AND OPPORTUNITIES) | | |
|--|-----------------------|--|
| Risk Category | Risk Event | Risk Treatment (mitigation or enhancement) |
| 1. Health & Safety and Environmental | 1.1 Insert risk event | Insert |
| | 1.2 Insert risk event | Insert |

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| 2. Customer / Reputational | 2.1 Insert risk event | Insert |
| | 2.2 Insert risk event | Insert |
| 3. Financial | | |
| | | |
| 4. Time / Programme | | |
| | | |
| 5. Operational | | |
| | | |
| 6. Land Acquisition | | |
| | | |
| 7. Other category | | |
| 8. Other category | | |

| APPROVALS | | | | |
|---------------|------|----------------|-----------|------|
| Action | Name | Position Title | Signature | Date |
| Proposed by | | | | |
| Approved by | | | | |
| Authorised by | | | | |

Delete this version control box when issuing the Task Brief

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| VERSION CONTROL | | | |
|-----------------|--------|------------|------|
| Amend No | Rev No | Amendments | Date |
| | | | |
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Appendix A: Additional Supportive Information

Insert / hyperlink to document