Ops Supply Chain Performance

Scheme Data Standard for CPF

Document Control

Document Title	ASC Scheme Data Standard for CPF
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Distribution	Operations Performance Community (OPC)
Document Status	Live

Revision History

Version	Date	Description	Author
2.3	09-Mar-2015	Updated and finalized for CPF	Daniel Gaze
2.0.1	01-Oct-2015	Version Number Alignment Reference to The Agency or HA amended to Highways England	Peter Newell
2.0.2	01-Apr-2016	Minor revisions	Charlotte Brampton
3.0	01-Oct-2016	Network Delivery and Development (NDD) now Ops Supply Chain Performance The following metrics from v2.0.2 have been removed. 1.1a) Variance in Forecast Cost over design period 1.1b) Variance between forecast cost and final cost over the construction period 1.1c) Variance between final cost and cost forecast at commitment to detailed design As a result the scheme data sheet will now only require information to be submitted regarding change management (re-baselining). If no change management is required the sheet does not have to be submitted.	Christina Brown
4.0	01-Apr-2017	Metrics updated through the CPF April refresh	Ashley Sutherland, Christina Brown, Charlotte Brampton
5.0	01-Oct-2017	Metrics updated through the CPF October refresh	Megan Ricks, Charlotte Brampton
201804	01-Apr-2018	Metrics updated through the CPF April refresh	Charlotte Brampton

Reviewer List

Name	Role
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Approvals

Name	Title	Date of Issue	Version
Chris Bethel, Angelica Rice	Team Leader – Ops Supply Chain Performance	01/04/2018	201804

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1.   PURPOSE

The purpose of the Scheme Data Standard for CPF is to detail the data collection requirements for Scheme data associated with the Collaborative Performance Framework (CPF).

The scheme sheet is only used for the purposes of re-baselining construction dates and submission is, therefore, optional based on whether re-baselining is required. Cost aspects, for example, are not required to be completed for the purposes of CPF scoring but can be used if helpful to the supplier or area.

2.   OVERVIEW OF SCHEME DATA

The scheme sheet is required to accommodate the process of Change Management (re-baselining) of the time metric 6.1a – Variance in construction duration from baseline. Change Management occurs when a scheme change is agreed by Highways England and the Supplier is under a defined process, which includes approval by a duly authorised Highways England representative. Re-baselining is now only applicable to the 6.1a time metric, and no longer cost, due to the change in cost metrics.

Note: If no change management is required in a given reporting period then a scheme sheet does not need to be submitted.

The use cases are described below;

Use Case #1 – No Re-baselining Occurs

In this instance, no re-baseline values are expected and the re-baseline flag will be set to 'N'. The additional columns in the data standard (Revised M1 Total, Revised M3 Total, Re-baseline Approval etc.) are therefore also not required.

Use Case #2 –Re-baselining Occurs for Time

Where the re-baseline type has been set to TIME, the Rebaseline Code, Reason Description, Evidence and HE Approvals columns become mandatory in order to validate the Scheme data.

Each PIN within the Oracle Fusion file is cross checked against the relevant monthly Scheme file, to check and validate whether the PIN/Scheme is indicated as being're-baselined'

Where the re-baseline is identified, the mandatory columns can be checked from within the Scheme file to validate the re-baselining.

APPLICABILITY OF SCHEME METRICS BY CONTRACT TYPE

The following table indicates the Scheme metrics that will be applicable to each main contract type:

Theme	Measure	Metric Ref	Metric Title	ASC	RTMC	PAVEMENTS
6. Time	6.1 Forecast timescales accurately (including change management)	6.1a	Variance in construction duration from baseline	✓		

3.   DATA DICTIONARY OVERVIEW

The Scheme Data Standard below is in 'Data Dictionary' format. Each data column that needs to be supplied by the Service Provider on a monthly basis is described as an individual row containing the following information:

Information	Description
Name	This is the column name required in the monthly data file
Data type	Describes the data type each column should be presented as within the monthly data file
Mandatory	When this is Y then the column <u>must</u> be populated in accordance with the described rules. If it is blank then the data load will not fail, however the ASC should follow the guidance in relation to how to populate the field – in some cases the field should be left blank, whilst in others a default value is defined.
Comment	Describes any rules pertaining to population of the column.

4.   LIVE SCHEMES

The monthly data file should be produced as a number of rows (one per PIN/Scheme) within an Excel Spreadsheet. A capital scheme is designated as a 'Live Scheme' for the purposes of performance reporting where the following criteria are met. For Scheme Cost reporting the following criteria should all be met in order for a Scheme to be considered 'Live':

   a.   REPORTING_PERIOD >= DATE_OF_DESIGN_COMMITMENT_M1
   b.   SCHEME_STOPPED_FLAG = 'N'

A scheme stays as a 'Live Scheme' up to and including the month in which it reaches the final milestone of ACTUAL_COST_FINAL_VALUATION which enables M7-related metrics to be calculated. In the following month the scheme may then be considered no longer a 'Live Scheme' in terms of this data standard reporting and removed from the list of Schemes to report.

5. CHANGE MANAGEMENT

The scheme data standard provides the means of the Service Provider communicating the reason and authority under which change management has occurred in the event that the RE-BASELINING_FLAG = 'Y' in any given month for a Live Scheme.

There are 7x valid REBASELINE_REASON_CODE values as follows:

No.	REBASELINE_REASON_CODE	Explanation
1	EXTREME WEATHER	Very extreme weather (not simply heavy snow in winter). A Red Alert from the Met Office is required to qualify.
2	CHANGE OF SCOPE	An instructed change of scope.
3	SENIOR MANAGER	Instructions by Highways England senior management, e.g. politically sensitive schemes being bought forward and therefore delaying other works.
4	EMERGENCY WORKS	Emergency works taking priority and delaying other works.
5	AGENCY FAILURE	Highways England failure to respond to key governance, e.g. ICF/ ROB approvals. Service Provider must demonstrate they have done everything possible to proceed and not simply waited for Highways England response.
6	THIRD PARTY DELAY	Delay due to interaction with others, such as local authority/ Major Projects, which is totally out of the Service Provider's control.
7	M4 AGREEMENT	Agreement of predicted construction dates at Milestone M4.

Note: Scheme Time changes must be recorded by changing the appropriate dates in the Fusion financial database.

6. SCHEME DATA STANDARD - DATA DICTIONARY

6.1 Performance Data

Name	Data Type	Mandatory	Comment
DATA_KEY_ID	Number (2)	Y	E.g. 03 or 12. Must contain leading zero
REPORTING_PERIOD	Number (6)	Y	Must be of format YYYYMM
SCHEME_NAME	Text (250)	Y	E.g. RSA4 – Accessibility Schemes – Must be spelt exactly as in Oracle Fusion
PIN	Text (10)	Y	E.g. 501376, D624236 – Must be spelt exactly as in Oracle Fusion
SCHEME_STOPPED_FLAG	Text (1)	Y	Upper case Y or N only
PREDICTED_COST_AT_DESIGN_COMMITMENT_M1	Number (7)	N	Cost in pounds (rounded up). Should not exceed 9999999. Note that a Scheme with Cost = £24.6k should be shown as 24600.
DATE_OF_DESIGN_COMMITMENT_M1	Date	Y	Must be of format: DD/MM/YYYY or blank if not available yet.
PREDICTED_COST_AT_AGREEMENT_OF_COST_M3	Number (7)	N	Cost in pounds (rounded up). Should not exceed 9999999. Note that a Scheme with Cost = £24.6k should be shown as 24600.

Name	Data Type	Mandatory	Comment
DATE_OF_AGREEMENT_OF_COST_M3	Date	N	Must be of format: DD/MM/YYYY or blank if not available yet.
ACTUAL_COST_FINAL_VALUATION_M7	Number (7)	N	Cost in pounds (rounded up). Should not exceed 9999999. Note that a Scheme with Cost = £24.6k should be shown as 24600.
DATE_OF_FINAL_VALUATION_M7	Date	Y	Must be of format: DD/MM/YYYY or blank if not available yet.
REBASELINING_FLAG	Text (1)	Y	Upper case Y or N only
REBASELINING_TYPE	Text (4)	Y	Constrained to one of four values: COST, TIME, BOTH or NONE
TOTAL _COST_CHANGE_IN_MONTH	Number (7)	N	Cost in pounds (rounded up). Should not exceed 9999999. Note that a Scheme with Change In Month = £24.6k should be shown as 24600.
REVISED_M1_TOTAL	Number (7)	N	Cost in pounds (rounded up). Should not exceed 9999999. Note that a Scheme with Total Cost = £24.6k should be shown as 24600.

Name	Data Type	Mandatory	Comment
REVISED_M3_TOTAL	Number (7)	N	Cost in pounds (rounded up). Should not exceed 9999999. Note that a Scheme with Total Cost = £24.6k should be shown as 24600.
NEW_SCHEME _FLAG	Text (1)	Y	Upper case Y or N only
REBASELINE_REASON_CODE	Text (50)	Conditional Must be populated if Type <> NONE	Mandatory if REBASELINING FLAG set to Y. Must be valid REASON_CODE in accordance with Highways England REASON CODE reference data. One of 7x Reason Codes.
REBASELINE_REASON_DESCRIPTION	Text (255)	Conditional Must be populated if Type <> NONE	Mandatory description if REBASELINE_FLAG set to Y.

Name	Data Type	Mandatory	Comment
REBASELINE_CONTRACTUAL_EVIDENCE	Text (255)	Conditional Must be populated if Type <> NONE	Date approval was received from Highways England if REBASELINE_FLAG set to Y; may also contain ASC's own internal change control reference number. In instances where the change requires an increase in investment then the date of approval should match the latest date on the fully approved ICF.
REBASELINE_HE_APPROVER	Text(50)	Conditional Must be populated if Type <> NONE	Full name of Highways England Approver
REBASELINE_HE_APPROVAL_DATE	Date	Conditional Must be populated if Type <> NONE	Must be of format: DD/MM/YYYY or blank if not available yet. Should match the ICF approval date.
COMMENTS	Text(255)	N	Optional

Glossary

Term	Meaning
ASC	Asset Support Contract
CPF	Collaborative Performance Framework
HE	Highways England
ICF	Investment Control Framework
M	Milestone
OPCG	Operations Performance Community Group
OPs	Operations
ROB	Regional Operations Board
RSA	Road Safety Audit
Oracle Fusion	Financial database that has replaced SfM (System for Managing)