

I²EV (My Electric Avenue)

Partner / Supplier Task Order Template

Author: EA Technology

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The 'My Electric Avenue' project is the public identity for the Low Carbon Network (LCN) Fund Tier 2 project "I²EV." The formal title "I²EV" is used for contractual and Ofgem reporting purpose.

Project Lead(s):	Project Partners:
 	    

Version History

Date	Version	Authors	Notes	Reference documents

Final Approval

Date	Version	EA Technology authorisation by	SSEPD authorisation by
<i>30/04/2013</i>	<i>Issue 1.0</i>	<i>Dave A Roberts</i>	<i>Nigel Bessant</i>

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[PROJECT NAME]

Task Order for [PARTNER/SUPPLIER NAME]

Author: [AUTHORS]

Date: [DATE]

Version: [NUMBER]

[INSERT COMPANY LOGOS HERE]

Version History

Date	Version	Authors	Notes	Reference documents

Final Approval

Date	Version	[3 rd Party Lead Supplier Name] authorisation by

DISCLAIMER:
[INSERT ANY RELEVANT DISCLAIMER OF THE DELIVERY ORGANISATION]

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1. Overview

a. Background

This Task Order details the scope of works for [PARTNER/SUPPLIER NAME], who are part of the project team responsible for delivering the [PROJECT NAME].

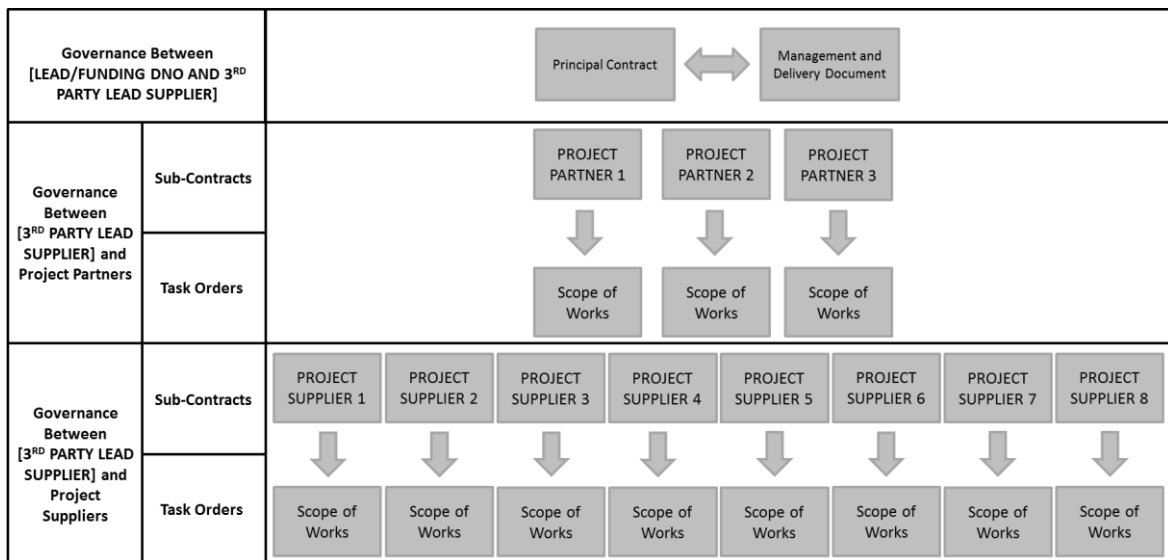
This document should be read in conjunction with the following documents:

- [LIST THE RELEVANT DOCUMENTS. FOR EXAMPLE, THE FULL BID SUBMISSION, PROJECT DIRECTION, MANAGEMENT & DELIVERY DOCUMENT AND SUBCONTRACT]

b. Commercial Structure

[PROVIDE AN OVERVIEW OF THE COMMERCIAL STRUCTURE. THIS CAN INCLUDE A DOCUMENT MAP THAT SHOWS AN OVERVIEW OF THE COMMERCIAL STRUCTURE AND LISTS THE PARTNERS / SUPPLIERS. SEE BELOW EXAMPLE]

Figure 1 – [EXAMPLE COMMERCIAL STRUCTURE DIAGRAM]



c. Document Structure

The structure of this document is as follows:

- **Section 2:** Scope of Works;
- **Section 3:** Schedule of Deliverables;
- **Section 4:** Finance; and
- **Section 5:** Project Assurance.

2. Scope of Works

a. Overview

[PROVIDE AN OVERVIEW OF THE SCOPE OF WORKS. THIS COULD BE A LIST OF BULLET POINTS.]

b. Approach

[PROVIDE A HIGH LEVEL OVERVIEW OF THE APPROACH/METHODOLOGY THAT WILL BE UTILISED TO DELIVER THE SCOPE OF WORKS. LIST THE WORK PACKAGES AND/OR WORK ACTIVITIES THAT WILL BE COMPLETED AS PART OF THE TASK]

c. Work Activity [NUMBER]: [TITLE]

[DEFINE THE SCOPE OF WORKS FOR EACH WORK ACTIVITY. IDENTIFY THE RISKS AND MITIGATIONS FOR EACH ACTIVITY]

The risks and mitigations for this work activity are as follows:

Risks	Mitigations

[INSERT ADDITIONAL WORK ACTIVITIES AS REQUIRED]

3. Schedule of Deliverables

[LIST THE SCHEDULE OF DELIVERABLES FOR EACH WORK ACTIVITY & ASSOCIATED TIMESCALES]

4. Finance

[DETAIL THE BUDGET, ASSOCIATED RESTRICTIONS & CONTINGENCY]

a. Overview

[OUTLINE THE TOTAL BUDGET AND BREAKDOWN FOR EACH WORK PACKAGE AND/OR WORK ACTIVITY AS PER THE LIST IN THE SCOPE OF WORKS]

b. Restrictions

[OUTLINE ANY RESTRICTIONS IN THE BUDGET AS DETAILED IN THE PROJECT DIRECTION]

c. Contingency

[OUTLINE CONTINGENCY, IF THIS HAS BEEN ALLOWED FOR, AND IDENTIFY WHICH ORGANISATION WILL HOLD THE CONTINGENCY BUDGET AND THE PROCESS FOR RELEASING CONTINGENCY]

5. Project Assurance

[DETAIL THE RESPONSIBILITIES OF THE PARTNER/SUPPLIER IN TERMS OF PROJECT GOVERNANCE. REFER TO THE MANAGEMENT AND DELIVERY DOCUMENT WHEN IDENTIFYING THE LIST OF REQUIREMENTS]

a. Management

[LIST THE MANAGEMENT RESPONSIBILITIES FOR THE PARTNER/SUPPLIER. FOR EXAMPLE, ATTENDANCE AT PROJECT MEETINGS, PROJECT PLANNING, PROJECT REPORTING, APPROVALS PROCESS FOR DELIVERABLES, COMPLIANCE WITH DATA PROTECTION, HEALTH AND SAFETY AND CHANGE CONTROL]

b. Communication

[IDENTIFY THE PROCESSES FOR COMMUNICATIONS. FOR EXAMPLE, COMMUNICATIONS WITH THE 3RD PARTY LEAD SUPPLIER PROJECT TEAM, PROVISION OF INFORMATION TO THE PRESS AND COMMUNICATIONS BETWEEN PROJECT PARTNERS/SUPPLIERS]

c. Deliverables

[REFER TO THE SCHEDULE OF DELIVERABLES AND IDENTIFY ANY ADDITIONAL OBLIGATIONS THAT EITHER THE PARTNER/SUPPLIER NEEDS TO MEET OR WHERE THE 3RD PARTY LEAD SUPPLIER NEEDS TO PROVIDE INPUT TO DELIVERABLES]

d. Finance

[DETAIL THE PROCESS/FORMAT FOR THE PROVISION OF INVOICES AND FORECASTING]

e. Working in partnership

[OUTLINE WHICH ORGANISATIONS THE PARTNER/SUPPLIER WILL NEED TO WORK IN PARTNERSHIP WITH AND THE REASONS WHY THEY NEED TO WORK IN PARTNERSHIP]

f. Quality

[IDENTIFY HOW THE QUALITY CRITERIA FOR ALL DELIVERABLES WILL BE DEFINED]

Appendix A – References

[LIST REFERENCES HERE]