



Suggested Basic Metrics for Reports

DEPARTMENT/SILO	DESCRIPTION	CUMULATIVE		THIS WEEK		COMMENTS
		PLAN	ACTUAL	PLAN	ACTUAL	
Health & Safety :-						
	- No of Accidents to date and in week	0	1	0	0	
	- No of near misses to date and in week	0	5	0	1	
	- Training courses (incl toolbox talks) planned v actual No's	1	1	0	0	
	- Renewals (plan v actual) ,i.e. F10s ,Insurances ,H&S notices/etc	1	1	0	0	
	- Report against H&S forward plan (for No of audits plan v actual ,etc)	1	0	1	0	
Quality (QA & QM) :-						
	- No of NCR's raised/cleared	10	10	3	2	
	- Training courses ,planned v actual No's	1	2	0	0	
	- Report against QA forward plans (for No of audits plan v actual ; Actions in I&I plans plan v actual)	1	0	1	0	
Estimating :-						
	- No enquiries (expected v recieved)	5	5	1	1	
	- No enquiries (submitted v accepted/appointed)	10	4	3	1	
	- Planned est' resource v actual est' resource (could use costs ?)	6	4	6	5	
	- Report against forward plan (for above plus potential resources requirements)	100	90	35	35	
Planning :-						
	- Plan v actual %age complete ,updates received	5	3	5	4	
	- Plan v Actual start dates ,updates received	5	3	5	4	
	- Plan v Actual finish dates ,updates received	5	3	5	4	
	- Plan v Actual labour/resources ,updates received	5	3	5	4	
Commercial :-						
	- Plan v Actual Costs	£50,000,000	£48,000,000	£120,000	£115,000	
	- Plan v Actual Value/Income	£62,000,000	£62,500,000	£145,000	£149,000	
	- Report against cash flow projections	0.95	0.80	0.95	0.78	
	- Change control (Total variations v Notified variations v Instructed variations)	0.00	240.00	0.00	12.00	
	- Procurement (plan v actual orders placed dates)	250.00	250.00	12.00	7.00	
	- Renewals (plan v Actual) ,bonds/warranties/etc	32.00	29.00	3.00	1.00	
Design :-						
	- Plan v Actual design receipt dates			01/01/2012	05/03/2013	
	- Plan v Actual design issue dates			05/03/2012	20/03/2013	
	- Report against design programme	0.95	0.75	0.95	0.75	
Document Control :-						
	- Plan v Actual doc' received dates			01/01/2012	01/12/2012	
	- Plan v Actual doc' created/issued dates			01/12/2012	03/03/2013	
	- Info' from sub-con's ,plan v actual dates			03/03/2013	05/07/2013	
	- Info' from suppliers ,plan v actual dates			03/03/2013	05/08/2013	
	- Report against doc' control programme	0.95	0.8	0.95	0.90	
Site/Delivery :-						
	- %age complete (plan v actual)	90	70	2.00	1.50	
	- Start dates (plan v actual)	300	280	10.00	7.00	
	- Finish dates (plan v actual)	300	280	10.00	7.00	
	- New forecast dates (and reason/change/variation)		01/01/2015		01/01/2015	
	- Labour (plan v actual)	150	125	20.00	12.00	