

**To:** Simon Lawrence (slawrence@rydon.co.uk)[slawrence@rydon.co.uk]; Claire Williams[clwilliams@kctmo.org.uk]  
**Cc:** VALENTE Nick[nick.valente@uk.arteliagroup.com]  
**From:** BOOTH Philip  
**Sent:** Wed 11/12/2014 9:42:35 AM  
**Subject:** tracker

Simon,

I am concerned that I have not yet seen the tracker distributed following the design meeting held on 22<sup>nd</sup> Oct. I commented on this on Friday 24<sup>th</sup> Oct and thought it would be a good document and process to adopt. On the tracker were some short timescales for decisions put upon KCTMO to meet the design development programme and also a record of areas of design alteration to be carried out by your design team. I am concerned that, because the tracker hasn't been seen, some of these deadlines may have been missed.

As we agreed at the meeting, Rydon are responsible for managing the design development process and for seeking approval for alterations to tender designs and comments on for construction drawings. I just want to make sure that appropriate and fair time is given to Maxfordham and TMO to review and comment on drawings. There have been some difficult, quick decisions required recently for TMO (Windows/ metering) and I want to ensure that going forward these type of things are avoided or recognised early to give time.

The tracker, I understood, was also the process you were going to use to record design changes, decisions required and approvals.

If I have missed the distribution of the tracker and it has been sent that please accept my apologies.

Kind regards

Philip

**Philip BOOTH**  
Associate Project Manager  
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