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**From:** Matthew Crosse  
**Sent:** 11 June 2007 08:40  
**To:** David Crawley  
**Cc:** Stewart McGarrity; Graeme Bissett; Steven Bell; Susan Clark  
**Subject:** RE: briefing note UPDATE

I think we should stick with current pack. The last 2 new slides, beg a lot of questions.  
If they want to understand more about current and past progress, we can respond when asked.  
2<sup>nd</sup> slide shows what we have done. The critical issues, stakeholder approvals, tie together solution is the script.

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Project Director - Tram

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**From:** David Crawley  
**Sent:** 10 June 2007 19:32  
**To:** Stewart McGarrity; Matthew Crosse  
**Cc:** Susan Clark; Geoff Gilbert; Miriam Thorne; Graeme Bissett; Tony Glazebrook  
**Subject:** RE: briefing note UPDATE

Dear All,

I have updated the presentation with two additional slides at the end which attempt to answer Stewart's questions.

**Matthew**, you need to take a view on what I have offered.

In the event it is of use I have also attached the 7 June update to the critical issues register in case this is required as documentary evidence as the presentation makes reference to it.

I will be in the office from around 1000 (latest) and am in Edinburgh Mon, Wed/Thu this week. Tony Glazebrook is available Mon-Thu inclusive.

If there are any questions please call [REDACTED] anytime.

David

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**From:** Stewart McGarrity  
**Sent:** Sun 10/06/2007 15:52  
**To:** Matthew Crosse  
**Cc:** David Crawley; Susan Clark; Geoff Gilbert; Miriam Thorne; Graeme Bissett  
**Subject:** FW: briefing note

Matthew,

No problems at all with this presentation as it is.

The really direct questions that you need to prepare for are:

- Has the design gone according to programme so far - if not why not?
- What has changed which gives you confidence the design process will deliver to the procurement programme now on the table?

Please can we have the presentation on the table early tomorrow together with any supporting documents you think appropriate.

Stewart

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**From:** Matthew Crosse  
**Sent:** Fri 08/06/2007 14:39  
**To:** David Crawley; Stewart McGarrity; Stewart Hardy; Graeme Bissett  
**Subject:** RE: briefing note

David: Just the job - thanks. Have made a few changes and taken out the last slide merging some of the challenges with the previous slide. Susan has seen it too..

Stewart H : pls harmonise / format

Graeme B , Stewart McG: pls review if time, as fit for purpose??; Dave Crawley is around Mon/Tue for interview if needed.

Matthew

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**From:** David Crawley  
**Sent:** 08 June 2007 14:00  
**To:** Matthew Crosse  
**Subject:** RE: briefing note

Matthew,

Try this

David

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**From:** Matthew Crosse  
**Sent:** 08 June 2007 10:22  
**To:** David Crawley  
**Subject:** briefing note

Dave

As discussed a template with headings. Aim is to summarise what happens in your area and convey confidence that we have a plan and achieving the plan, albeit with some challenges.

Matthew

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