**Metadata**

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| **Author** (inc post nominals) |  | |
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| **Doc Ref** (from content schedule)**:** |  | |
| **Word count** (c800 words) |  | |
| **Project Name** (if relevant) | eg. C300 | |
| **Supplier** | eg. Contractor or architect’s organisation, etc. | |
| **Author biography** (<100 words) | A short professional profile of the author for inclusion at the end of the paper | |
| **Report Title** |  | |
| **Abstract** (<75 words) |  | |
| **Standard Tags**  (please indicate which themes are applicable to this document) | **Learning Legacy Themes** | *Y/N* |
| Project and Programme Management |  |
| Procurement |  |
| Authorisation and Consents |  |
| Land and Property |  |
| Health and Safety |  |
| Environment |  |
| Engineering |  |
| Operations |  |
| Talent & Resources |  |
| External Affairs |  |
| Innovation |  |
| Information Management and Technology |  |
| **Bespoke Tags**  (please list 3-5 key words or terms that would support internet searching) |  |  |

**Body of Paper**

**Suggested Structure:**

Introduction and Industry Context

Main Story

Lessons learned

Recommendations for Future Projects

**Images**

Supply any images separately as jpeg files (file size of around 1-3mb is fine) as well as including in the body of the paper

**Approvals**

|  |  |  |
| --- | --- | --- |
| **Name of approver:** | **< Theme Champion or Topic Lead >** | **<Learning Legacy Team>** |
| Document approved? | Yes / no / yes, with changes | Yes / no / yes, with changes |
| Comments: |  |  |
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**Publication Review**

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| **Name of approver:** | **< External Affairs reviewer >** |
| Document approved? | Yes / no / yes, with changes |
| Comments: |  |
| Signature: |  |

# Micro-Report Guidelines

* Micro-reports are short lessons learned or best practice on particular topics as compared to case studies which tend to be at a macro, more strategic level. A number of micro-reports may be linked to a case study spotlighting particular topics in more detail.
* Micro-reports should provide a learning legacy including innovations, best practice, lessons learned and recommendations for future projects and programmes.
* The Learning Legacy outcomes should be scalable and relevant to other projects and programmes. Refer to % complete or phase rather than date – this is a yardstick that enables other projects to compare against
* Papers should be 750-900 words + 75 word abstract.
* Papers should avoid the ‘it was all wonderful’ approach, setting out the problems and difficulties as well as the successes and the lessons learned for future projects.
* The paper should be a fairly formal style. Text should be UK English in the third person and should be readily understandable by a Professional person. Avoid use of colloquialisms.
* If appropriate, the paper should be one-third diagrams/graphs/photos/drawings and two-thirds text.
* Do not refer to the names of individuals, organisations, products or services unless it is essential to understanding your submission (and then only the first time). Do not gratuitously compliment or be derogatory in any way about any person or organisation.
* Make text as short and concise as possible, excluding anything that is not directly relevant to the subject.

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**Checklist**

Once the paper is drafted please review with the points below in mind:

* Is the context for the paper clear? Is it clear why it is considered a learning legacy? Questions to consider: Why this approach? Was learning transferred from other projects? Compare approach/outcomes, what is new? Have external influences been referred to?
* What is the Learning? Have you included advice you would give a future project facing a similar challenge?
* Will it make sense to a person with no prior Crossrail project knowledge? Ensure it is not too Crossrail-centric and provides background where necessary
* Is it consistently written in the third person?
* Is there supporting documentation that needs to be explained, added or referred to? If referring to internal Crossrail documents make sure they can be shared as supporting documents within the learning legacy