

▶ Learning Legacy Formats

The following are content formats for the Learning Legacy:

- ▶ **Case Studies** – 6-8 page peer reviewed papers on topics authored by the project teams or with/by partners. These would typically focus at macro/strategic level
- ▶ **Technical Papers** – Technical Papers are 3-5000 words and document the approach taken by Crossrail on delivering a particular element of the project. They are different from Case Studies in that they are not an analysis of what was done and do not seek to make recommendations for future projects and programmes. They are produced by the project team, contractors, designers and project partners.
- ▶ **Micro-reports** – 1-2 page lessons learned, innovations and/or best practice completed by project teams including contractors, designers, engineers, etc. Micro-reports focus on particular topics, a number of micro-reports may be linked to a case study spotlighting topics in more detail.
- ▶ **Journal Publications** – special edition journals produced by the project team published by learning legacy partners, eg, ICE, IStructE, IET, etc, usually a collection of 6-8 page peer reviewed papers describing the people, planning and delivery of the project.
- ▶ **Good Practice Documents** - templates, tools and processes used successfully on the project that could be usefully applied by other projects and programmes.
- ▶ **Video Podcasts** - video/audio commentary by users/authors that accompanies one of the learning legacy papers.
- ▶ **Biogs** – 100 word biog(s) of author(s) accompanying each document including LinkedIn contact info. This contributes to the expert pool on the Knowledge Hub which should flag all papers associated with this biog and the dates posted.
- ▶ **Lessons Learned paper** – a lesson learned report produced on the project that is applicable to wider industry.
- ▶ **Research Papers** – detailed project studies completed by academics (using interviews, document review and questionnaires)



Metadata

Author (inc post nominals)		
Phone Number:		
E-mail:		
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:		
Signature:		

Publication Review

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.

If you or your organisation is not under contract with Crossrail Limited : obtain the Intellectual Property User Agreement by contacting learninglegacy@crossrail.co.uk and complete, sign and return it to licence use of the paper as part of the learning legacy.

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

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Body of Paper

Suggested Structure:

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Main Story

Lessons learned

Recommendations for Future Projects

Conclusion

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

Acknowledgements

Include acknowledgement to those who have contributed to the work: Principal participants in a project, contributors and interviewees for the paper, and reviewers.

References

References should be numbers and referred to in the text by the reference number using superscript [1][2]. They should use the "Vancouver" reference style:

- [1] Kofoed, V.O, Montgomery, J and Gardiner, K.D. (2006). *Identifying Leakage Paths in Earthen Embankments*. Proceedings of 14th Conference of the British Dam Society – Thomas Telford Ltd
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Publication Review

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Case Study Guidelines

- Case studies are papers reviewing best practice and lessons learned on the Crossrail construction programme with recommendations for improving future projects and programmes.
- These papers should add to the body of knowledge on major projects.
- The Learning Legacy outcomes should be scalable and relevant to other projects and programmes.
- Case studies are peer reviewed.
- Papers should be 3000 words + 200 word abstract.
- The abstract should introduce the paper and summarise the key points.
- 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.
- Speculative material must be clearly identified as such.
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Checklist

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

- Does the abstract provide an adequate overview? Challenge faced, approach, key success/failure factors, intended audience
- Does it contribute to the body of knowledge? The last section should state what the learning legacy is and how the paper adds to the body of knowledge on major projects.
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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

Lesson learned

In hindsight would you do anything differently

Conclusion

Images

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Technical Paper Guidelines

- Technical Papers are 3-5000 words and document the approach taken by Crossrail on delivering a particular element of the project. They are different from Case Studies in that they are not an analysis of what was done and do not seek to make recommendations for future projects and programmes. However, these papers should add to the body of knowledge on major projects.
- Papers should be 3-5000 words + 200 word abstract.
- The abstract should introduce the paper and summarise the key points.
- 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.
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	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)		

Summary

Good Practice documents are documents that have been used by Crossrail in the successful delivery of its construction programme. The Crossrail Learning Legacy shares these documents so that they can be used in future projects and programmes.

Each document requires a summary to provide context to the reader. Please provide circa 200 words covering:

What was the purpose of this document and how was it used?

What is the benefit to future projects?

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Approvals

Name of approver:	< Theme Champion or Topic Lead >	<Learning Legacy Team>
Document approved?	Yes / no	Yes / no
Comments:		
Signature:		

Publication Review

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E-mail:		
Doc Ref (from content schedule):		
Word count (c3000 words)		
Project Name (if relevant)	eg. C300	
Supplier	eg. University	
Author biography (<100 words)	A short professional profile of the author for inclusion at the end of the paper	
Report Title		
Abstract (<200 words)	Challenge faced, why the research was carried out, approach, key points, future project learning, intended audience and who will benefit.	
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

Purpose of research

Key points

Application

Conclusion

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

Acknowledgements

Include acknowledgement to those who have contributed to the work: Principal participants in a project, contributors and interviewees for the paper, and reviewers.

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Comments:		
Signature:		

Publication Review

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

Research Summary Guidelines

- Research summaries are approximately 3000 word papers summarising a more detailed academic research paper. Research summaries are published on the Crossrail learning legacy and link to the detailed paper once published.
- Papers should be approximately 3000 words + 200 word abstract.
- The abstract should introduce the paper and summarise the key points.
- 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 possible and appropriate, the paper should include visual content: diagrams/graphs/photos/ drawings
- Make text as short and concise as possible, excluding anything that is not directly relevant to the subject.
- If the research was not under contract with Crossrail Limited : obtain the Intellectual Property User Agreement by contacting learninglegacy@crossrail.co.uk and complete, sign and return it to licence use of the research as part of the learning legacy.

Checklist

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

- Does the abstract provide an adequate overview? Challenge faced, why the research was carried out, approach, key points, future project learning, intended audience and who will benefit
- Does it contribute to the body of knowledge? The paper should state what the learning legacy is and how the research adds to the body of knowledge on major projects.
- Is there a summary of lessons learned and summary of recommendations?. What would be the recommendation to other organisations
- 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
- Are all appropriate references included?