Category	Item		week beginning			Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
			11-Mar	18-Mar	25-Mar													
1. Governance	Articles of Association agreed																	
	First board members and agenda agreed																	
	Newco board meet																	
	transition board members																	
	finalise board																	
2. System Interfaces	LEP/BCC Accountable body interface	scope																
		agree with BCC																
		agree with BC																
	LEP/BBF Support services interface	scope																
		agree																
	BBF/LEP Business engagement & skills interface	scope																
		agree																
	LEP/BBF project delivery	scope																
		agree																
	LEP/Special Vehicles	scope																
		agree																
3. Systemic Development	Systems plan to maintain Team Bucks coherence over time	scope																
		agree																
4. Business Model	Team Bucks business plan	scope																
		agree																
	LEP administrative budget	scope																
		agree																
5a. People (Team Bucks)	Process alignment	scope																
		agree																
	Boundary setting	scope																
		agree																
	Identity development	scope																
		agree																
	Accountability framework	scope																
		agree																
	Terms & Conditions narrative	scope																
		agree																
	Communications	scope																
		agree																
5b. People (LEP)	Structure	scope																
		agree																
	TUPE	scope																
		agree																
	Terms & Conditions	scope																
		agree																
6. Finance	Tax optimisation	scope																
		agree																
	Asset ownership/maintenance	scope																
		agree																
	Internal & External Audit	scope																
		agree																
7. Risk Management	Risk register																	
	Risk management																	
	Assurance framework																	
8. Infrastructure	Develop and agree management arrangements	HR																
		Finance																
		IT																
		Property																
9. Legals	due dilligence (assets, liabilities, IP, staff, property...)																	
	Contracts/novation																	
10. Change process	Transition project management	plan																
		agree																