

APPENDIX 3 TRANSITION DELIVERY SCHEDULE

Category	Item	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
1. Purpose and Focus	Objectives and metrics	discuss with stakeholders											
		finalise											
2. Scope	Activity list	discuss with stakeholders											
		finalise											
3. Interfaces/Out of Scope	Not in scope activity list	develop MoUs											
		agree MoUs			X								
4. Processes	Process map	discuss with staff											
		agree with boards											
		build detail											
5. Controls	Assurance framework	scope											
		agree											
	System plan	scope											
		agree											
6. Resources & Support	Special Vehicles	scope											
		agree											
7. People	Process alignment	scope											
		agree											
	Boundary setting	scope											
		agree											
	Identity development	scope											
		agree											
	Accountability framework	scope											
		agree											
	Terms & Conditions narrative	scope											
		agree											
	Communications	scope											
		agree											
	Structure	scope											
		agree											
TUPE	consult												
	implement												
Terms & Conditions	scope												
	agree												
8. Business Model	Team Bucks business plan	scope											
		agree					X						
	Partner business plans	scope											
		agree											
Tax optimisation	scope												
	agree												
9. Risk Management	Risk register												
	Risk management												
10. Legals	due dilligence (assets, liabilities, IP, staff, property...)												
	Contracts/novation												
	LEP full trading											X	

X indicates key milestones