

# **TRADER SUPPORT SERVICE**

## **SCHEDULE 6.1**

### **IMPLEMENTATION PLAN**

## **Implementation Plan**

### **1 INTRODUCTION**

#### **1.1 This Schedule:**

- (a) identifies the Milestones (and associated Deliverables) including the Milestones which trigger payment to the Supplier of the applicable Milestone Payments following the issue of the applicable Milestone Achievement Certificate; and
- (b) defines the Detailed Implementation Plan.

### **2 MILESTONES AND DETAILED IMPLEMENTATION PLAN**

#### **2.1 The Milestones (and associated Deliverables) are set out at Annex 1.**

#### **2.2 The Detailed Implementation Plan as at the date of signature of this Agreement is set out in Annex 2 covering the details for the Milestones for the period to 1 January 2021 and a high level plan for the rest of the programme. The high level plan for the period beyond 31 January 2021 is indicative only and is subject to agreement in accordance with paragraph 4 of Part 1 of Schedule 2.1. Once agreed a revised Detailed Implementation Plan will be approved in accordance with paragraph 3 of this Schedule 6.1**

#### **2.3 Subject always to paragraphs 3 and 4.2, all changes to the Detailed Implementation Plan shall be developed in accordance with the Partnering Principles set out in Clause 4.12 of the Agreement and any proposed changes which are either substantial or which may impact the Authority's implementation activities or Authority's responsibilities in the Detailed Implementation Plan shall be approved at the Programme Board. All other changes will be reported to the Programme Board each week.**

### **3 APPROVAL OF REVISED DETAILED IMPLEMENTATION PLAN**

#### **3.1 The Parties acknowledge that the Detailed Implementation Plan referred to at paragraph 2.2 was created at pace and will continued to be developed; the Authority agrees that the Detailed Implementation Plan is sufficient for the period up to 1 January 2021 but requires the detail set out in paragraph 3.2, below to be included in any revision of the Detailed Implementation Plan beyond that date.**

#### **3.2 The Supplier shall ensure that the revised draft Detailed Implementation Plan referred to at paragraph 3.1:**

- (a) incorporates all of the Milestones and Milestone Dates set out in Annex 1 of this Schedule 6.1;
- (b) includes (as a minimum) the Supplier's proposed timescales in respect of the following for each of the Milestones:
  - (i) the completion of each design document;
  - (ii) the completion of the build phase;

- (iii) the completion of any Testing to be undertaken in accordance with Schedule 6.2 (*Testing Procedures*); and
    - (iv) training and roll-out activities;
  - (c) clearly outlines all the steps required to implement the Milestones to be achieved in the next 3 months, together with a high level plan for the rest of the programme, in conformity with the Authority Requirements; and
  - (d) clearly outlines the required roles and responsibilities of both Parties, including staffing requirements.
- 3.3 Prior to the submission of the revised draft Detailed Implementation Plan referred to at paragraph 3.1, the Authority shall have the right:
- (a) to review any documentation produced by the Supplier in relation to the development of the Detailed Implementation Plan, including:
    - (i) details of the Supplier's intended approach to the Detailed Implementation Plan and its development;
    - (ii) copies of any drafts of the Detailed Implementation Plan produced by the Supplier; and
    - (iii) any other work in progress in relation to the Detailed Implementation Plan; and
  - (b) to require the Supplier to include any reasonable changes or provisions in the Detailed Implementation Plan.

#### **4 UPDATES TO AND MAINTENANCE OF THE DETAILED IMPLEMENTATION PLAN**

4.1 Subject always to paragraph 4.2:

- (a) the Supplier shall submit a revised Detailed Implementation Plan to the Authority every week; and
- (b) the Supplier's performance against the Implementation Plan shall be monitored at meetings of Programme Board (as defined in Schedule 8.1 (*Governance*)). In preparation for such meetings, the current Detailed Implementation Plan shall be provided by the Supplier to the Authority not less than 1 Working Days in advance of each meeting of the Programme Board.

4.2 Subject to Clause 31 (*Authority Cause*), any amendments to the Milestones and/or Milestone Dates shall be subject to the Change Control Procedure.

#### **5 GOVERNMENT REVIEWS**

The Supplier acknowledges that the Services may be subject to Government review at key stages of the project. The Supplier shall cooperate with any bodies undertaking such review and shall allow for such reasonable assistance as may be required for this purpose within the Charges.

## **ANNEX 1**

Annex 1 to schedule 6.1 has been withdrawn for Freedom of Information Act Purposes.

## **ANNEX 2**

Annex 2 to Schedule 6.1 has been withdrawn for Freedom of Information Act purposes