**Latest/Revised Deliverables and Payment Schedule Table**

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|  | **Project Deliverables** | **Detail of Deliverables** | **Responsible Party** | **Payment Schedule, Date of completion, end (e.g. by week 2):** |
| 1 | **Kick off Meeting** | Meeting to discuss the proposed scope and approach to the project (as defined in the bid/project specification) and gather stakeholder input. Agreement of timetable for further deliverables (listed below) | Contractor, Defra Project Manager, SWS Taskforce and Project Advisory Group | **Week 1 (week immediately after contract is awarded)** |
| 2 | **Refined Project Plan** | A refined project plan sent to Defra, SWS Taskforce and Project Advisory Group.  The project plan will provide an updated methodology and timetable (beyond the original proposal) following the kick-off meeting. | Contractor, Defra Project Manager, SWS Taskforce and Project Advisory Group. | **End of week 3** |
| 3 | **Project Plan update Meeting** | Discussion of the project plan to agree its outlook and reach consensus on next steps | Contractor, Defra Project Manager, SWS Taskforce and Project Advisory Group | **End of week 4** |
| 4 | **Project Management Meeting** | Project Management Review meeting between the Contractor presents and Defra and / SWS Taskforce on project progress. | Contractor, Defra Project Manager, SWS Taskforce | **End of week 8** |
| ***The details and dates of the following deliverables will be agreed between Defra, the SWS Taskforce and the successful contractor.*** | | | | |
| 5 | **Progress review Presentation (Data findings)** | Meeting between Defra, SWS Taskforce, Project Advisory Group and the Contractor to discuss progress and next steps (suggested completion date for data gathering). | Contractor, Defra, SWS Taskforce and Project Advisory Group to review and input | **~~End of week 16~~ End of week 14 (50% payment)** |
| 6 | **Progress review Presentation (Economic modelling)** | Meeting between Defra, SWS Taskforce, Project Advisory Group and the Contractor to discuss progress and next steps (suggested completion date for economic modelling). | Contractor, Defra, SWS Taskforce and Project Advisory Group to review and input | **~~End of week 20~~ Start of week 18 (30% of payment)** |
| 7 | **Progress review Presentation (Implementation Models)** | Contractor presents proposals on potential models of implementation and potential positive/negative consequences. | Contractor, Defra, SWS Taskforce and Project Advisory Group to review and input | **~~Start of week 24~~ Beginning of week 21 (10% of payment)** |
| 8 | **Final Report Presentation** | Final report to be submitted to Defra.  As an independent report authored by the Contractor, no influence on content at this stage by Defra or SWS Taskforce. | Contractor, Defra and SWS Taskforce to review the report regarding service levels and quality. | **~~End of month week 28~~ Beginning of week 23 (10% balance payment)** |