

Appendix C – Delivery Milestones

The following sets out the key delivery milestones for the proposed contract.

Milestones	Dates
Briefing meeting with account manager and the Council's lead point	September 2021
Release Management	September 2021
Implementation started	September 2021
System administrator training	October 2021
System set up	October to November 2021
Migration of data	November 2021
Approval from CAB	December 2021
Go live for the system	December 2021
Account management meeting	January 2022
Quarter 3 test run	January to February 2022
Roll out across organisation	February to March 2022

Please note the above represent provisional milestones and the dates may change.