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| --- | --- | --- | --- |
| Requirement | Input | Responsible | Hold Point? |
| Investor makes contact with Invest in Cornwall |  | Investor | No |
| Business Engagement Manager assigned, investor logged on tracker, folders to be created to record relevant information.  | Head of Inward Investment | Business Engagement Manager | Yes |
| Contact made to investor and basic information recorded, inward investor form issued and request for business plan issued. |  | Business Engagement Manager | Yes |
| Eligibility considered – if ineligible, sign post to correct service | Head of Inward Investment | Business Engagement Manager | Yes |
| Identify what the investor requires | Head of Inward Investment | Business Engagement Manager | No |
| Engage with relevant third parties (e.g. EZ Board, Cornwall Council, Innovation Centres, etc) |  | Business Engagement Manager | No |
| Provide relevant information and guidance in line with investor requirements |  | Business Engagement Manager | No |
| Invite investor to attend roadshow in Cornwall (see soft landings procedure if international investor) | Head of Inward Investment | Business Engagement Manager | No |
| Continued regular contact – frequency to suit investor. Tracker and files updated progressively |  | Business Engagement Manager | No |
| Record final outcome with lessons learned  | Head of Inward Investment | Business Engagement Manager | No |
| Consider ambassador eligibility and required publicity  | Brand Manager | Business Engagement Manager | No |
| Refer investor to Growth Hub |  | Business Engagement Manager | Yes |
| Provide aftercare service to record ongoing job creation |  | Business Engagement Manager | No |