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

|  |  |
| --- | --- |
| **Milestones** | **Timeline** |
| Initial discovery and engagement | 5 working days from contract start |
| Deliver first draft of Change Management Framework | 15 working days from contract start |
| Arrange staff training packages | 15 working days from contract start |
| Final Change Management Framework | 25 working days from contract start |
| Produce all documentation and visuals | 25 working days from contract start |
| Deliver training to staff | Within 90 working days from contract start |
| Weekly meetings | Monday morning stand-up sessions with engagement manager and Programme Director  |

Please note the above represents a provisional timeline and may change.

Meetings will be held both face to face and online – on Microsoft Teams or Skype where required – unless agreed by both parties in writing. Dates and timings will be agreed by both parties at the start of the contract.