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

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| --- | --- |
| **Milestones** | **Timeline** |
| Phase 1 discovery | 10 working days contract start |
| Business Continuity Strategy | 20 working days from contract start |
| Define new Business Continuity operating model | 20 working days from contract start |
| Refresh Business Continuity Policy | 20 working days from contract start |
| Create criticality matrix | 20 working days from contract start |
| Deliver strategic Business Impact Analysis | 35 working days from contract start |
| Delivery corporate Business Continuity Plan | 40 working days from contract start |
| Write simple user guide to help staff complete their BCPs | 40 working days from contract start |
|  |  |
| Weekly reports  | To be completed by CoP each Friday available at opening of business Monday |
| Weekly meetings | Monday morning stand-up sessions |
| Monthly contract meetings  | Between engagement manager and Programme Director |

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

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