ESMCP TERMS AND CONDITIONS – USER SERVICES

SCHEDULE 13

IMPLEMENTATION PLAN

CHANGE HISTORY

Version	Date	Description	Document Number
1.0	2022.08.01	Base Version – MSC 2.0 unamended	72939214.1
1.1	2023.06.16	Issued for early draft release to suppliers 16 June 2023	
1.2	2023.07.27	Issued for release to bidders with ITPD	
1.3	2023.10.24	Issued for release to bidders prior to Detailed Dialogue	
1.4	2024.02.21	Issued during Detailed Dialogue period	
2.0	2024.03.13	Issued for release to bidders at ISFT publication	
3.0	2024.10.07	Issued for release to the Preferred Bidder prior to contract conformance	
4.0	2024.12.12	Issued for release to the Preferred Bidder for contract execution	

Schedule 13 (Implementation Plan)

1 NOT USED

2 INTRODUCTION

- 2.1 This Schedule:
 - (a) defines the process for the creation, maintenance, and execution of the Outline Implementation Plan and Detailed Implementation Plan; and
 - (b) identifies the Milestones (and associated Deliverables) including the Milestones which trigger payment to the Supplier of the applicable Milestone Payments following the issue of the applicable Milestone Achievement Certificate.

3 ESMCP PROGRAMME MILESTONES





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The Milestone Definition Document

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Milestone Criteria Documents

3.4	

The Document Delivery Schedule

3.8		

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The Release Definition Document



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Report Template

3.17 A generic template document can be found in Annex 5 of Schedule 24 (Records and Reporting Requirements for use when creating the Milestone Definition

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Document, Milestone Criteria Documents, the Document Delivery Schedule and the Release Definition Document.

4 Outline Implementation Plan

- 4.1 The Outline Implementation Plan is set out in Annex 1.
- 4.2 All changes to the Outline Implementation Plan shall be subject to the Change Control Procedure provided that the Supplier shall not attempt to postpone any of the Milestones using the Change Control Procedure or otherwise (except in accordance with Clause 29 (*Authority Cause*)) unless agreed by the Parties and approved by the Change Board.

5 Approval of the Detailed Implementation Plan

- 5.1 The Supplier shall submit a draft of the Detailed Implementation Plan to the Authority for approval within **Example 1** of the Effective Date.
- 5.2 The Supplier shall ensure that the draft Detailed Implementation Plan:
 - (a) is based on the Outline Implementation Plan and incorporates all the Milestones and Milestone Dates set out in the Outline Implementation Plan.

For the avoidance of doubt, such Milestones and Milestone Dates in either the Outline Implementation Plan or Detailed Implementation Plan cannot be changed unless agreed in accordance with the Change Control Procedure;

- (b) will be a Level 3 plan;
- (c) includes (as a minimum) the Supplier's proposed timescales in respect of the following for each of the Milestones:
 - (i) the completion of each design document;
 - (ii) the associated Milestone Criteria Document;
 - (iii) the completion of the build phase;
 - (iv) the ability to demonstrate the critical path;
 - (v) the completion of any Testing (to be undertaken in accordance with Schedule 14 (Testing and Assurance Procedures); and
 - (vi) training and roll-out activities;
- (d) clearly outlines all the steps required to implement the Milestones to be achieved in the next 15 months, together with a high-level plan for

the rest of the programme, in conformity with the Authority Requirements;

- (e) clearly outlines the required roles and responsibilities of both Parties, including staffing requirements;
- (f) is produced using a software tool as specified or agreed by the Authority; and
- (g) shall conform to the ESMCP Planning Standards.
- 5.3 Prior to the submission of the draft Detailed Implementation Plan to the Authority in accordance with Paragraph 5.1, the Authority shall have the right:
 - (a) to review any documentation produced by the Supplier in relation to the development of the Detailed Implementation Plan, including:
 - (i) details of the Supplier's intended approach to the Detailed Implementation Plan and its development;
 - (ii) copies of any drafts of the Detailed Implementation Plan produced by the Supplier; and
 - (iii) any other work in progress in relation to the Detailed Implementation Plan; and
 - (b) to require the Supplier to include any reasonable changes or provisions in the Detailed Implementation Plan.
- 5.4 Following receipt of the draft Detailed Implementation Plan from the Supplier, the Authority shall:
 - (a) review and comment on the draft Detailed Implementation Plan as soon as reasonably practicable; and
 - (b) notify the Supplier in writing that it approves or rejects the draft Detailed Implementation Plan no later than **second second seco**
- 5.5 If the Authority rejects the draft Detailed Implementation Plan:
 - (a) the Authority shall inform the Supplier in writing of its reasons for its rejection; and
 - (b) the Supplier shall then revise the draft Detailed Implementation Plan (taking reasonable account of the Authority's comments) and shall re-submit a revised draft Detailed Implementation Plan to the Authority for the Authority's approval within for the Authority of the date of the Authority's notice of rejection. The provisions of Paragraph 5.4 and this Paragraph 5.5 shall apply again to any resubmitted draft Detailed Implementation Plan, provided that either

Party may refer any disputed matters for resolution by the Dispute Resolution Procedure at any time.

5.6 If the Authority approves the draft Detailed Implementation Plan, it shall replace the Outline Implementation Plan from the date of the Authority's notice of approval.

6 Updates to and Maintenance of the Detailed Implementation Plan

- 6.1 Following the approval of the Detailed Implementation Plan by the Authority:
 - (a) the Supplier shall submit an updated Detailed Implementation Plan to the Authority every month starting 1
 - (b) without prejudice to Paragraph 6.1(a), the Authority shall be entitled to request a revised Detailed Implementation Plan at any time by giving written notice to the Supplier and the Supplier shall submit a draft revised Detailed Implementation Plan to the Authority within of receiving such a request from the Authority (or such longer period as the Parties may agree provided that any such longer period shall not extend beyond
 - (c) any revised Detailed Implementation Plan shall (subject to Paragraph 6.2) be submitted by the Supplier for approval of the Authority in accordance with the procedure set out in Paragraph 5;
 - (d) any impacts to the Detailed Implementation Plan will be reported by the Supplier to the Authority via an Exception Report (see Annex 2 for a link to the Exception Report template); and
 - (e) the Supplier's performance against the Detailed Implementation Plan shall be monitored at meetings of the Single Supplier Board (as defined in Schedule 21 (Governance)). In preparation for such meetings, the current Detailed Implementation Plan shall be provided by the Supplier to the Authority not less than in advance of each meeting of the Single Supplier Board.
- 6.2 Save for any amendments which are of a type identified and notified by the Authority (at the Authority's discretion) to the Supplier in writing as not requiring approval, any material amendments to level 2 Milestones in the Detailed Implementation Plan shall be subject to the Change Control Procedure provided that:
 - (a) any amendments to elements of the Detailed Implementation Plan which are based on the contents of the Outline Implementation Plan shall be deemed to be material amendments; and

- (b) in no circumstances shall the Supplier be entitled to alter or request an alteration to any Milestone Date except in accordance with Clause 29 (*Authority Cause*) unless agreed by the Parties and approved by the Change Board.
- 6.3 Any proposed amendments to the Detailed Implementation Plan shall not come into force until they have been approved in writing by the Authority.



7 Government Reviews

7.1 The Supplier acknowledges that the Services may be subject to Government review at key stages of the project. The Supplier shall co-operate with any bodies undertaking such review and shall allow for such reasonable assistance as may be required for this purpose within the Charges.
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Milestone # and Title	Key / ATP / CPP	Effort (Person Days)	Milestone Date	Authority Responsibilities (if applicable)	Deliverables per Milestone
					Approved jointly agreed Service Continuity Plan Test Report
					2 User Organisations achieved UO Technical Ready for Service at the Test and Verification Environment for initial ESN Data and first ESN Voice and in accordance with Paragraph 9.7.4 of Schedule 2 (Services Description) as applicable
					Approved updated CMDB for initial ESN Data and first ESN Voice as applicable
					Approved updated infrastructure configuration database as required under Paragraph 2.1 of Schedule 25 (Exit Management) for initial ESN Data and first ESN Voice as applicable
					Approved updated electronic register for Assets as required under Paragraph 2.1 of Schedule 25 (Exit Management)_for initial ESN Data and first ESN Voice as applicable

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ANNEX 2: Exception Report

A template of this document is set out below:

Reference Nos (Prog Office use)

Project Exception Report Document Ref: Commercially Sensitive (Y/N) If Yes, please include handling instructions as appropriate.

	PART I – Exception Description		
Exception title:			
Product / Workstream:		Phase:	e.g. design, test, etc.
Date raised:	dd mm yyyy	Raised by:	
Plan version:	Version of plan against which	SLT/ WS	
	exception report is raised	Lead	
		approval:	
Risk ID:	Related risk/s	Exception	e.g. Exception /
		or other Escalation:	Escalation for
		Escalation:	management / Escalation for
			awareness
Milestone affected:			Milestone Level:
Board / Working Group to	Level 3 Governance forum (Level 3	3 Milestones)	Milestone Eeven.
review ER	L2: TSBD, Assurance & Acceptar		
	SOB (Level 2 Milestones)		
	L1: PRB, SDB, Ops Board, TUF (L	evel 1	
	Milestones)		
	L0: Programme Board		
Description of the Exception		Supporting A	
Description of what is the excepti	Embedded Pla. outcome	n/ Artefact to capture	
What is the requirement/scope im	outcome		
What are the designs impacted by	this exception?		
What are the Milestones impacted	by this exception? Etc.		
Cause of the Exception		Urgency: (H/	M/L)
What are the reasons that has res	ulted in this exception e.g.		
Reason why this is a change in so requirement in question	cope? Specifics regarding the		
Why what has been built does not does not match design, build does design, one component does not			
Reason why additional testing is r	equired?		
Why is additional time required?			
Why additional funding is required			
Consequences of the Exception			
Does it impact time, cost, commercial, quality, design, benefits etc.			
Preliminary Options	High level description of	Shortlist?	
	preliminary options and		
Option 4:	implications of each one		
Option 1:	Description:		

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	Short description of option to mitigate the exception Impact: Include impact on plan, cost, technical, commercial etc.	
Option 2:	Description: Short description of option to mitigate the exception Impact: Include impact on plan, cost, technical, commercial etc.	
Option 3:	Description: Impact:	
Option 4:	Description: Impact:	
Recommendation	Option [X] is recommended for approval due to	

Response Authority/EE [Please delete as appropriate]	Date of Response: (To be completed by involved parties within 5 working days of receipt)	Agree?
Cause:	[Please comment in respect of the cause outlined above]	[Y/N]
Consequence	[Please comment in respect of the consequences outlined above]	[Y/N]
Recommended option	[Please comment in respect of the recommended option outlined above]	[Y/N]

PART II – Governance		
Governance Body		
Date:		
Comments from governance bo	ody	
Decisions		
	1	
Name:	Program	ne
	Role:	
Signature:	Date	
-	Approved	1:

PART III – Agreed Action Plan and any updated artefacts required		
Confirm agreed action plan	Agreed course of action and a list of documents impacted and	
and specify any documents	version number of document that has impacted the change e.g. plan,	
impacted and iteration	design document etc (if applicable).	
updated		