**Annex B3**

**for**

**LSMS/003 - Fleet General Stores**

**Deliverable Plans Requirement**

**Author**

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| **Name** | **Signature** | **Post Title** | **Date** |
| **[REDACTED]** |  | DES LSOC-LS-MS-SIM | 12/11/21 |

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**Version Control**

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**1. Project Management**

1.1. The Contractor shall deliver a Project Management Plan (PMP) to the Authority for approval within four weeks of the date of contract award. The PMP shall incorporate all Activities under the Contract. The PMP shall reflect the four-year programme of work. The Contractor shall produce and maintain documented processes and procedures within the PMP for the management of each Activity including all subcontract and delivery procedures covering the entire commodity range.

1.1.1. The PMP shall include, but not be limited to:

a. Needs & Objectives

b. Assumptions

c. Top level Activities, tasks and plans

d. Statement regarding Project Manager’s contractual delegations/authorisations

e. Description of activity packages

f. Project milestones

g. Control systems and processes

h. Configuration Management

i. Transition Management

j. Exit Management

k. Quality Assurance

l. Organisation

m. Processes

n. Audits and verification activities to ensure compliance with the Contract

o. Project management and decision structure and responsibilities

p. Project team

q. Reference to associate Management Plans

1.2. The PMP shall be a living document, updated by the Contractor as necessary throughout the duration of the Contract but particularly prior to each Progress Meeting, to show proposals and details of all activities necessary to meet the requirements of the Contract.

1.3. The PMP shall also include details of how it is intended to implement, maintain and review transition from the Authority’s current contractual arrangements in order to ensure there is no loss of service.

**2. Risk Management Plan**

2.1. The Contractor shall deliver, maintain and implement a Risk Management Plan (RMP), compliant with JSP 892, which shall describe how risks will be controlled during the term of this Contract. The RMP will detail the top-level approach to be taken for risk management, through all aspects of the conduct of the Contract and be compatible and be assessed against the DES Risk Maturity Model in accordance with the Acquisition System Guidance (ASG) requirements.

2.2. The RMP shall include, but not be limited to, the following:

2.2.1. a description of the Contractor’s proposed risk management organisation, including subcontractors

2.2.2. the definition, categorisation and classification of risks

2.2.3. early identification of risk

2.2.4. a procedure for the management of residual risk and for ensuring that new potential risks are identified as they arise; and

2.2.5. a risk reporting procedure.

2.3. Draft updates shall be submitted to the Authority monthly except where the RMP remains unchanged. All updates will be agreed with the Authority and issued within 20 working days of submission to the Authority.

2.4. The RMP shall be delivered to the Authority for approval no later than six weeks following the date of contract award.

**3. Risk Register**

3.1. The Contractor shall deliver a Risk Register that includes all joint Authority/Contractor risks, including updates to risks, that impact upon the scope of the Contract.

3.2. The Contractor shall identify to the Authority all recognised risks which impact upon the Contract within twenty working days of identification, regardless of whether he is responsible for taking mitigation action. These are to be identified on the Risk Register.

3.3. The RMP will subsume risks identified in the PMP and will include risks sub-let by the Contractor to their suppliers, sub-contractors and partners. The Contractor shall propose options to mitigate risks and document them in the Risk Register. Decisions on the mitigation measures proposed to be implemented will be developed by the Contractor and agreed with the Authority.

**4. Transition Management**

4.1. The Contractor shall produce a contract Transition Management Plan. This document shall be submitted to the Authority for approval within 4 weeks of the date of contract award. The plan shall include a Programme of systematic reviews, audits and verification activities necessary to ensure implementation of and compliance with the requirements of the Contract.