



Ministry  
of Defence

**Soldier development: provision of Basic  
Training instruction  
Contract Reference 711013450**

**DELIVERABLE MANAGEMENT PLANS**

1. All plans should be **delivered in draft form at the Tender submission stage** and finalised at appropriate stages, where indicated below. Each plan should detail how often they will be reviewed and by whom. Plans should be delivered in Microsoft Office format (word or excel) to allow for review and edit.
  - a. Transition Plan – Detail of the activities required to move from Contract Award (CA) to Full Operating Capability (to include but not limited to the following) (Final version to be supplied within 5 working days after CA).
    - (1) Planning meetings
    - (2) TUPE activities
    - (3) Training e.g. SDW Induction, Advance Care of Trainee training.
    - (4) Mobilisation strategy
    - (5) Personnel Readiness/provision/SQEP
    - (6) Key milestones to be achieved (with dates)
    - (7) Vetting and Clearances Register
  - b. Quality Management Plan. **(Final version to be issued NLT 1 month after CA and reviewed on an Annual basis).**
  - c. Risk Management Plan **(Final version to be issued NLT 1 month after CA and reviewed on an Annual basis) .**
  - d. Risk and Issues Register **(Final version to be issued NLT 1 month after CA and reviewed on a monthly basis).**
  - e. Health and Safety Policy **(Final version to be issued NLT 1 month after CA and reviewed on an Annual basis).**
  - f. Security Management Plan **(Final version to be issued NLT 1 month after CA and reviewed on an Annual basis).**
  - g. Business Continuity Plan **(Final version to be issued NLT 1 month after CA and reviewed on an Annual basis).**
  - h. Exit Plan **(Final version to be issued NLT 18 months prior to agreed exit date).**