

Appendix D – Delivery Milestones

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

Milestones	Dates
Briefing Meeting with Council's Project Manager.	01 st December 2021
Provider to complete IR policy review and return comment to the Council.	15 th December 2021
Council to complete ratification of corporate resilience policy with inclusion of cyber incident response	10 th December 2021
Provider to Present schedule for IR plan simulation test	20 th December 2021
Provider to initiate testing	29 th December 2021
Monthly reports	Monthly, on the first Friday of the month.
Quarterly meetings with the Authority	Quarterly, on the first week of March, June, September and December 2022
Annual Invoicing	Annually, with the first scheduled for December 2021

Please note the above represent provisional milestones and the dates 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.