Schedule 6.1 - Lot 3

Implementation Plan

Version 4.0

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CHANGE HISTORY

Version No.	Date	Details of Changes included in Update	Author(s)	Document Number
4.0	21.10.15	Execution version	ESMCP	35118164.26

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1 Definitions

1.1 In construing this Schedule 6.1 (Implementation Plan), unless otherwise expressly specified in this Schedule terms defined and used in Schedule 1 (Definitions) will have the same meaning in this Schedule.

2 Introduction

2.1 This Schedule:

(a) identifies in the Outline Implementation Plan the Milestones, Milestone Dates, Phases, Milestone Owners, Key Milestones, Payment Milestones, Deliverables, Duration, Authority Responsibilities and links to other ATP Milestones, CPP Milestones, Key Milestones and Payment Milestones;

(b) provides the process for the preparation, update, maintenance and implementation of the Detailed Implementation Plans and the preparation by the Delivery Partner of the Integrated ESN Implementation Plan and for reporting progress against these;

(c) sets out templates and criteria for the Milestone Definition Document, Documentary Product Descriptions and Documentary Deliverables to be used by the Supplier; and

(d) sets out the criteria for commencement of National Transition.

3 Outline Implementation Plan

3.1 In preparing any Detailed Implementation Plans pursuant to this Schedule, the Supplier shall do all of the following.

3.1.1 Comply with and include in it all of the following details from the Outline Implementation Plan (Annex 1):

(a) Milestones;

(b) Milestone Dates;

(c) Phases;

(d) Milestone Owners;

(e) Key Milestones;

(f) Payment Milestones;

(g) Deliverables;

(h) Duration;

(i) Authority Responsibilities; and

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(j) links to other ATP Milestones, CPP Milestones, Key Milestones and Payment Milestones.

3.1.2 Include the Achievement of all Milestones by the relevant Milestone Dates set out in the Outline Implementation Plan (save where and to the extent the parties have otherwise agreed in accordance with the Change Control Procedure, then in such case, the Achievement of those amended Milestones by the relevant amended Milestone Date should be included).

4 Detailed Implementation Plan

4.1 **Workshops**: Within fifteen (15) Working Days after the Effective Date, the Supplier shall participate with the Authority and, if requested, each of the Other ESN Suppliers, in a workshop or series of workshops (to be held at a location within the United Kingdom and at times to be prior specified by the Authority) for the purposes of collaborating with each other and coordinating the initial drafting of the Detailed Implementation Plans ("**Workshops**"). The Supplier shall ensure that the Workshops are attended by the relevant Key Personnel and other Supplier Personnel who will be involved in the Implementation. The Supplier shall participate in the Workshops fully and in good faith and use its best endeavours to cooperate with the Other ESN Suppliers so as to facilitate the exchange of information and the capacity of each such supplier to plan for Achievement of all Milestones by the relevant Milestone Dates. Where the Supplier is aware, during or as a result of the Workshops or otherwise, that it will not be able to or is unlikely to be able to include in its Draft Detailed Implementation Plan the Achievement of all Milestones by the relevant Milestone Dates which are set out in the Outline Implementation Plan, the Supplier shall notify the Authority in writing of such concern and the reasons for it within one (1) Working Day after becoming so aware.

4.2 Within twenty (20) Working Days after the Effective Date or, if later, within five (5) Working Days after the Workshops referred to in Paragraph 4.1, the Supplier shall prepare in accordance with Good Industry Practice and submit in writing a draft detailed plan for the supply of the Services (including any Deliverables) according to the Milestones and Milestone Dates during Implementation, such plan to set out the timing, sequence and interdependencies in sufficient detail as to enable the Authority to monitor progress and likely future progress of all activities of the Implementation (the "**Draft Detailed Implementation Plan**").

4.3 The Supplier shall ensure that the Draft Detailed Implementation Plan:

(a) incorporates all of the Outline Implementation Plan Components;

(b) includes (as a minimum) the Supplier's proposed timescales in respect of the following for each of the Milestones:

(i) the completion of any Deliverable;

(ii) the completion of any configuration or build activity ;

(iii) the completion of any testing to be undertaken in accordance with Schedule 6.2 (Testing Procedures); and

(iv) the completion of any deployment or Transition activity;

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(c) clearly details all the steps required to implement the Milestones to be achieved up to and including the Milestone L3.21 - Mobilisation Complete, together with a less detailed summary for the rest of the Term, in conformity with the Authority Requirements;

(d) clearly details the required roles and responsibilities of the Parties, including resources;

(e) clearly details identified dependencies the Supplier has on the Authority, the Other ESN Suppliers and User Organisations for performance of its obligations;

(f) is produced using a software tool and in the format prior approved in writing by the Authority;

(g) includes the following:

(i) a completed Documentary Deliverables Schedule in accordance with Paragraph 5;

(ii) a statement as to the purpose of the plan and a description of what is to be Implemented and its organisation;

(iii) a management overview of how the Implementation will be managed and the major tasks involved and a description of Implementation including planned deployment, installation, and implementation approach including any phases and key persons responsible;

(iv) assumptions and constraints regarding development and execution of the Detailed Implementation Plan (including schedule, budget, resource availability and skill sets, software and other technology to be used or purchased or constraints associated with any product interfaces and criteria/inter-dependencies for successful completion of a Milestone, required tasks in chronological order with the beginning and end dates of each task);

(v) a Gantt chart;

(vi) a description of its structure and the major components essential to Implementation (including the Documentary Deliverables and Documentary Deliverables Schedule, Detailed Implementation Plan updates, timing and process for coordination with the Delivery Partner in respect of the development of the Integrated ESN Implementation Plan, Milestone Definition Document and Documentary Product Descriptions in line with the Documentary Product Description Template), identification of the National Transition Commencement Criteria (if applicable), hardware and software, or other physical goods/assets as appropriate and resources required to accomplish the Implementation and key persons involved);

(vii) a description of training, development of manuals applicable to the Implementation effort or other technical assistance, scheduling of any special computer processing which may be required for the Implementation or site surveys;

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(viii) points of contact, name of the responsible organisations, titles, and contact details for those who serve as points of contact for the Implementation;

(ix) advantages, disadvantages, risks, issues, estimated time frames, and estimated resource requirements for any particular implementation approach (e.g. incremental or phased implementation, parallel execution, conversion and switchover); and

(x) a glossary of all terms and abbreviations.

4.4 Prior to the submission of the Draft Detailed Implementation Plan to the Authority in accordance with Paragraph 4.1, the Authority shall have the right to on written request:

(a) review and make copies of any documentation produced by the Supplier in relation to the development of the Draft Detailed Implementation Plan, including:

(i) details of the Supplier's intended approach and its development, including the records of any consultation related to the Draft Detailed Implementation Plan with the Other ESN Suppliers, the Authority and the User Organisations;

(ii) copies of any earlier drafts produced by the Supplier; and

(iii) any other work in progress in relation to it; and

(b) consult with the Supplier and require the Supplier to include any changes or provisions in the Draft Detailed Implementation Plan and to take into account the comments of the Authority in the Draft Detailed Implementation Plan (subject to the Change Control Procedure).

4.4.2 Once approved by the Authority in writing, the Draft Detailed Implementation Plan will replace the Outline Implementation Plan from the date of such approval (from such date, the "**Detailed Implementation Plan**".

4.4.3 Subject to Paragraph 4.4.4, subsequent changes to the Detailed Implementation Plan will be subject to the Change Control Procedure (as defined in Schedule 8.2 (Change Control Procedure)), provided that the Supplier shall not attempt to postpone Achievement of any of the Milestones (except as a result of Authority Cause).

4.4.4 Save for the first Transition Group, the Authority reserves the right to amend the order in which Transition Groups enter Transition and the Supplier will comply with any such instruction regarding the order and make any necessary amendments to the Detailed Implementation Plan at no extra cost to the Authority.

4.4.5 The Supplier acknowledges that the Authority may disclose to the Other ESN Suppliers and User Organisations the contents of the Draft Detailed Implementation Plan, Documentary Deliverables Schedule and the DIP Progress Reports to the extent as is necessary to enable them to prepare and finalise the Integrated ESN Implementation Plan and to report against progress of those activities.

5 Documentary Deliverables Schedule and Documentary Products

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5.1 Within thirty (30) Working Days after the Effective Date, the Supplier shall submit in writing to the Authority for approval a Documentary Deliverables schedule in accordance with the remainder of this Paragraph 5 (the "**Documentary Deliverables Schedule**").

5.2 The Documentary Deliverables Schedule shall list the Documentary Deliverables to be delivered by the Supplier to the Authority for approval and any deliverables to be delivered by the Authority and any User Organisation during the Implementation, together with the corresponding proposed Milestone Dates including, draft submission date, review end date, final submission date and date for each delivery of the Documentary Deliverables to the Authority for assurance and approval and each delivery of the deliverables by the Authority or any User Organisation. The Supplier shall include in the Documentary Deliverables Schedule all Documentary Deliverables detailed in this Agreement, except where otherwise agreed with the Authority, as well as any other documents which the Authority or the Supplier considered necessary or should anticipate will be necessary in order for the Supplier to deliver the Services and comply with its obligations under this Agreement.

5.3 The Documentary Deliverables Schedule shall contain for each Documentary Deliverable to be provided, the proposed related Milestone and Milestone reference and title and at least the following details:

(a) the proposed delivery date for the first draft (the "**First Draft**" and "**First Draft Delivery Date**");

(b) the proposed date by which the Authority shall notify the Supplier of the outcome of the Authority's review of the First Draft and any review comments which shall be at least ten (10) Working Days after the First Draft Delivery Date;

(c) the proposed method for the Authority's review (including, if applicable, any reviews set out in Schedule 6.2 (Testing Procedures));

(d) the proposed date (if any) by which the Authority and the Supplier will meet to review any comments on the First Draft;

(e) the proposed date by which the Supplier shall submit a final draft (the "**Final Draft**" and "**Final Draft Delivery Date**") which shall be no later than ten (10) Working Days after the date of the meeting to review the First Draft;

(f) the proposed date by which the Authority shall notify the Supplier of the outcome of the Authority's review of the Final Draft and any review comments (the "**Planned Approval Date**") which shall be no later than ten (10) Working Days after the Final Draft Delivery Date; and

(g) the correlation of relationships between each Documentary Deliverable showing all dependencies between each Documentary Deliverable.

6 Updates to the Detailed Implementation Plan and Performance Monitoring

6.1 Following the approval of the Detailed Implementation Plan by the Authority:

(a) the Supplier shall submit an update to the Detailed Implementation Plan to the Authority every month by no later than five (5) Working Days prior to each ESN

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Delivery Board meeting showing any progress since the date of the last approved Detailed Implementation Plan (as updated in accordance with this Schedule) and any proposed changes to it (the "**Revised Detailed Implementation Plan**");

(b) the Authority, acting reasonably, shall be entitled to request the Supplier to provide a Revised Detailed Implementation Plan at any time at the Supplier's sole cost by giving written notice to the Supplier and the Supplier shall submit such Revised Detailed Implementation Plan to the Authority within five (5) Working Days after receiving such request (or such longer period as the Parties may agree; and

(c) the Supplier shall support the Delivery Partner in the creation of the Integrated ESN Implementation Plan and shall make changes to the Detailed Implementation Plan where these are recommended by the Authority and agreed by the Supplier.

6.2 Any Revised Detailed Implementation Plan to be provided pursuant to Paragraph 6.1 of this Schedule shall be submitted by the Supplier for approval of the Authority and shall include all the steps required to implement the Milestones to be Achieved in the next eighteen (18) months (or, if sooner, until the end of the Term), together with a summary (in the form specified from time to time by the Authority) for the rest of the Term.

6.3 If approved by the Authority in writing, the Revised Detailed Implementation Plan shall from the date of such approval become the current Detailed Implementation Plan. The Supplier's performance against the current Detailed Implementation Plan shall be monitored at meetings of the ESN Delivery Board.

6.4 In preparation for such meetings of the ESN Delivery Board and not less than five (5) Working Days in advance of each such meeting, the Supplier shall provide in writing to the Authority (in the form specified by the Authority) the current Detailed Implementation Plan and any Revised Detailed Implementation Plan.

6.5 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 the Authority's prior written approval, any proposed amendments to the current Detailed Implementation Plan shall be subject to the Change Control Procedure and:

(a) proposed amendments to any Outline Implementation Plan Components included in the Detailed Implementation Plan shall be deemed material and a Contract Change;

(b) the Supplier shall undertake and provide to the Authority an impact assessment in accordance with the Change Control Procedure for changes proposed to be or approved to be introduced through the Change Control Procedure related to the current Detailed Implementation Plan; and

(c) in no circumstances shall the Supplier be entitled to alter without the prior written consent of the authority any Outline Implementation Plan Components included in the Detailed Implementation Plan (except as a result of Authority Cause) and no such proposed amendment shall come into force until prior approval in writing by the Authority in accordance with the Change Control Procedure.

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7 Detailed Implementation Plan - Reporting

7.1 Accompanying the Detailed Implementation Plan or Revised Detailed Implementation Plan required to be provided each month pursuant to Paragraph 6, the Supplier shall provide to the Authority in writing a report (in the form to be specified from time to time by the Authority) by no later than five (5) Working Days in advance of each ESN Delivery Board meeting detailing progress against the current Detailed Implementation Plan and consolidating and summarising the progress of the Implementation (the "**DIP Progress Report**").

7.2 The DIP Progress Report should report the progress of the Implementation against the current Detailed Implementation Plan including the following details in respect of the Authority, the Other ESN Suppliers and the User Organisations as a minimum:

(a) Actual versus forecasted resources (man-hours), expenditure, invoicing, payment and costs and any other information required to be reported in accordance with the Financial Model;

(b) Achievements against the planned Achievements specified in the current Detailed Implementation Plan;

(c) current risks and significant issues including an indication of where such risks and issues require Authority activity;

(d) dependencies the Authority, the Other ESN Suppliers and the User Organisations had on the Supplier during such reporting period and whether these were met (and, where not, an explanation of the reason for not meeting);

(e) dependencies the Supplier had on the Authority, the Other ESN Suppliers and User Organisations in the reporting period and whether these were met (and, where not, an explanation of the reason for not meeting);

(f) the Milestones and activity forecast to be Achieved or delivered in the next reporting period; and

(g) dependencies forecast to be delivered in the next reporting period.

7.3 The Supplier shall produce a Mid Transition Service Status report. This report will include:

(a) a description of how the service has been performing and scaling during Transition;

(b) analysis on identification of weak links or bottlenecks in the Service or technical architecture;

(c) any actions which can be, or have been, taken to mitigate these;

(d) details of peak loads experienced to date and whether these caused an impact to the service;

(e) analysis on whether the service will continue to scale for the remainder of Transition; and

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(f) a recommendation as to whether Transition should continue to proceed as planned.

7.4 The Supplier shall produce a Transition Completion Service Status report. This report will include:

(a) a description of how the service performed and scaled since the Mid Transition Service Status Report was delivered;

(b) analysis on identification of weak links or bottlenecks in the Service or Technical Architecture since the Mid Transition Service Status Report was delivered;

(c) any actions which can be, or have been, taken to mitigate these;

(d) details of peak loads experienced to date and whether these caused an impact to the service;

(e) analysis on whether the service continued to scale for the remainder of Transition as predicted in the Mid Transition Service Status Report; and

(f) a recommendation for any service improvements that should be made following completion of Transition.

8 Milestone Definition Documents and Documentary Product Descriptions

8.1 For each Milestone set out in the Detailed Implementation Plan, the Supplier shall complete and submit in writing to the Authority for approval a draft Milestone Definition Document with the required details and a description of what is to be Delivered and Achieved by the Milestone Date for such Milestone and how Achievement is proposed to be evidenced in order to trigger a Milestone Achievement Certificate.

8.2 The Authority Document Control Procedure shall govern the approval by the Authority of each Milestone Definition Document and any other Documentary Deliverable submitted by the Supplier.

8.3 For each Documentary Deliverable set out in the Detailed Implementation Plan or Documentary Deliverable Schedule, except where otherwise agreed with the Authority, the Supplier shall complete and submit in writing to the Authority for approval a draft Documentary Product Description which must meet the criteria and follow the template set out in the Documentary Product Description Template.

8.4 Except where otherwise agreed in writing by the Authority, draft Milestone Definition Documents and draft Documentary Product Descriptions associated with the relevant Milestone and Documentary Deliverable must be submitted and approved by the Authority no later than six (6) months prior to the relevant planned Milestone Date.

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9 Transition Commencement Criteria

9.1 The parties agree that all of the following criteria in this sub-Paragraph 9.1 must be Achieved prior to the commencement of Transition (the "**National Transition Commencement Criteria**").

(a) All Documentary Deliverables which relate to ESN design are completed and approved by the Authority (Milestone L3.06 Design baselined).

(b) All test phases completed in accordance with Schedule 6.2 (Testing Procedures) (Milestones 3.12 System Test Complete, L3.16 Integration and Performance Testing Complete, L3.19 User Acceptance and Operational Testing Complete).

(c) Requirements traceability has been completed and approved in accordance with Schedule 6.2 (Testing Procedures) (Milestone L3.21 Mobilisation Complete).

(d) All test issues are documented with associated owners, remedial actions and resolution target dates with no issues of Severity 1 or 2 (as defined in the Test Approach) (Milestones 3.12 System Test Complete, L3.16 Integration and Performance Testing Complete, L3.19 User Acceptance and Operational Testing Complete).

(e) Pilot for nominated Transition group has successfully completed and has not identified any issues with the ESN Solution significant enough to prevent Transition from commencing (Milestone L3.21 Mobilisation Complete).

(f) ESN is security accredited for operational use in accordance with the ISMS (Milestone L3.21 Mobilisation Complete).

(g) Service support is set up and management processes and resources are in place and have been assured and arrangements are in place and available to handle service calls (Milestone L3.21 Mobilisation Complete).

(h) Service catalogue is available allowing users to request additional ESN services. (Milestone L3.21 Mobilisation Complete)

(i) Coverage in the MS Supplier Area meets the Authority Requirements.

(j) Quality of coverage meets the Authority Requirements.

(k) All Supplier Equipment is installed at all available Radio Sites in the Extended Area.

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ANNEX 1: Outline Implementation Plan

The diagram below summarises the Milestones for all ESN Suppliers. The Mobilisation and Transition Phases are provided to guide how Milestones correlate. Specific details and criteria associated with the US Supplier's Milestones are included in the subsequent table.

[…..✂…..]

Milestone Reference and Title	**Criteria** *((bulleted list showing all Deliverables (and associated tasks) required for each Milestone)*	**Duration** *(Working Days)*	**Milestone Date**	**Authority Responsibilities** *(if applicable)*	**Link to ATP/CPP/ Key/Payment**
L3.00 - Link budgets provided	Provide link budgets for coverage planning to Authority and ES Supplier	[…..✂…..]	[…..✂…..]		
L3.01.5 - Initial Mobilisation	High-level Design delivered and approved	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables	
	Security Management Policy delivered and approved	[…..✂…..]			
	Security Management Plan delivered and approved	[…..✂…..]			
	Security Test Results Template delivered and approved	[…..✂…..]			
	Detailed Implementation Plan delivered and approved	[…..✂…..]			
	Documentary Deliverables Schedule delivered and approved	[…..✂…..]			
	Radio Equipment Catalogue delivered and approved	[…..✂…..]			
	Supplier Test Strategy delivered and approved	[…..✂…..]			
	Draft Interface Control Documents delivered and approved	[…..✂…..]			
	Design Governance Process delivered and	[…..✂…..]			

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	approved				
	Template invoice delivered and approved	[…..✂…..]			
	Business Continuity and Disaster Recovery Plan delivered and approved	[…..✂…..]			
L3.03 - Service Management Framework	Service Management Strategy delivered and approved	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables	
	Service Portfolio delivered and approved	[…..✂…..]			
	Service Management Processes delivered and approved	[…..✂…..]			
	Service Management Systems Design delivered and approved	[…..✂…..]			
	Service Management Organisation Plan delivered and approved	[…..✂…..]			
	Capacity Plan delivered and approved	[…..✂…..]			
	Availability Plan delivered and approved	[…..✂…..]			
	Maintenance Plan delivered and approved	[…..✂…..]			
	Operational Change Management delivered and approved	[…..✂…..]			
	Release Policy delivered and approved	[…..✂…..]			
	Knowledge Management Strategy delivered and approved	[…..✂…..]			
	Continuous Improvement Plan delivered and approved	[…..✂…..]			
	Service Management Framework delivered and approved	[…..✂…..]			
L3.06 - Design Baselined	User Device requirements for Direct Device to Device communication capability delivered and approved	[…..✂…..]	[…..✂…..]	Authority to initiate/lead cross supplier discussions and to examine and approve relevant deliverables	**Key**
	Architecture Design Documents and Interface Control Documents for all elements of the Supplier	[…..✂…..]			

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	Solution delivered and agreed with the Authority				
	Radio plan for the Extended Area agreed with the ES Supplier (Supplier supports and agrees this - the ES Supplier leads production of the deliverable)	[…..✂…..]			
	Initial list of devices which have achieved type approval by the Supplier and which the Supplier intendeds to carry out testing on with a view to achieving type approval over the following 12 months	[…..✂…..]			
	Requirements Traceability Matrix delivered and approved	[…..✂…..]			
	Revised Detailed Implementation Plan aligned to Integrated ESN Implementation Plan delivered and approved	[…..✂…..]			
	User Device Type Approval Specification delivered and approved	[…..✂…..]			
	User Device Type Approval Service delivered and approved	[…..✂…..]			
	Integration Management Plan delivered and approved	[…..✂…..]			
	Draft Exit Plan delivered and approved	[…..✂…..]			
	Billing Operations Manual delivered and approved	[…..✂…..]			
L3.09 - Reference Test System	Reference test system built, operational and available for use by Other ESN Suppliers	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables	
L3.12 - System Test Complete	System Test Plan delivered and approved	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables	
	System Test Readiness Review successfully completed	[…..✂…..]			
	System Test report delivered and approved	[…..✂…..]			
	System Test completion review successfully completed	[…..✂…..]			

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	Personnel Security Risk Assessment complete	[…..✂…..]			
L3.16 - Integration and Performance Testing Complete	Integration Test Readiness Review successfully completed	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables	**Key**
	Integration Testing Test completion review successfully completed	[…..✂…..]			
	Performance Test Plan delivered and approved	[…..✂…..]			
	Performance Test Readiness Review successfully completed	[…..✂…..]			
	Performance Test report delivered and approved	[…..✂…..]			
	Performance Testing Test completion review successfully completed	[…..✂…..]			
L3.19 - User Acceptance and Operational Acceptance Testing Complete	User Acceptance Test Readiness Review successfully completed	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and authorise payment	
	User Acceptance Test Completion Review successfully completed	[…..✂…..]			
	Operational Acceptance Test Readiness Review successfully completed	[…..✂…..]			
	Operational Acceptance Test Completion Review successfully completed	[…..✂…..]			
L3.21 - Mobilisation Complete	Service Acceptance Test readiness review successfully completed	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and authorise payment	**ATP, Key, Payment**
	Service Acceptance Testing successfully complete	[…..✂…..]			
	Supplier Solution live and ready for use	[…..✂…..]			
	All Coverage in the Primary Area delivered and tested	[…..✂…..]			
	ISO 27001 Certified Information Security Management System (ISMS)	[…..✂…..]			
	Service management requirements met and all service management systems operational	[…..✂…..]			
	Optional Services available to order	[…..✂…..]			

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	ESN Service Catalogue delivered, approved and available to users	[…..✂…..]			
	Pilot Test Readiness Review Successfully Completed for nominated Transition Group	[…..✂…..]			
	Pilot Test Report delivered and approved for nominated Transition Group	[…..✂…..]			
	Pilot Test completion review successfully completed for nominated Transition Group	[…..✂…..]			
	Business Continuity Management System in place	[…..✂…..]			
L3.54.01 - Polygon 1 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 1 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.02 - Polygon 2 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 2 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.03 - Polygon 3 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 3 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.04 - Polygon 4 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 4 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site	

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	operational			Access	
L3.54.05 - Polygon 5 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 5 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.06 - Polygon 6 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 6 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.07 - Polygon 7 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 7 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.08 - Polygon 8 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 8 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.09 - Polygon 9 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 9 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.10 - Polygon 10 Radio Site	Confirmation given that Radio Sites in Polygon 10 have been prepared in accordance with the Radio	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant	

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readiness confirmed	Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational			deliverables and provide notification of Site Access	
L3.54.11 - Polygon 11 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 11 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.12 - Polygon 12 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 12 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.13 - Polygon 13 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 13 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.14 - Polygon 14 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 14 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.15 - Polygon 15 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 15 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.16 - Polygon 16 Radio Site readiness	Confirmation given that Radio Sites in Polygon 16 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide	

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confirmed	Radio Equipment to be installed, tested, and made operational			notification of Site Access	
L3.54.17 - Polygon 17 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 17 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.18 - Polygon 18 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 18 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.19 - Polygon 19 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 19 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.20 - Polygon 20 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 20 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.21 - Polygon 21 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 21 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.22 - Polygon 22 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 22 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site	

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	operational			Access	
L3.54.23 - Polygon 23 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 23 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.24 - Polygon 24 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 24 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.25 - Polygon 25 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 25 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.26 - Polygon 26 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 26 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.27 - Polygon 27 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 27 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.28 - Polygon 28 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 28 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	

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L3.54.29 - Polygon 29 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 29 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.30 - Polygon 30 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 30 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.31 - Polygon 31 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 31 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.32 - Polygon 32 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 32 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.33 - Polygon 33 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 33 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.34 - Polygon 34 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 34 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.35 - Polygon	Confirmation given that Radio Sites in Polygon 35	[…..✂…..]	[…..✂…..]	Authority to examine	

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35 Radio Site readiness confirmed	have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational			and approve relevant deliverables and provide notification of Site Access	
L3.54.36 - Polygon 36 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 36 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.37 - Polygon 37 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 37 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.38 - Polygon 38 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 38 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.39 - Polygon 39 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 39 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.54.40 - Polygon 40 Radio Site readiness confirmed	Confirmation given that Radio Sites in Polygon 40 have been prepared in accordance with the Radio Site Design and are ready for the MS Supplier Radio Equipment to be installed, tested, and made operational	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	
L3.55 - Polygon 1 operational	Equipment installed and tested on ES sites in Polygon 1	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant	**Payment**

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				deliverables and provide notification of Site Access	
L3.55.2 - Polygon 2 operational	Equipment installed and tested on ES sites in Polygon 2	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.45 - Polygon 3 operational	Equipment installed and tested on ES sites in Polygon 3	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.45.1 - Polygon 4 operational	Equipment installed and tested on ES sites in Polygon 4	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.35 - Polygon 5 operational	Equipment installed and tested on ES sites in Polygon 5	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.45.2 - Polygon 6 operational	Equipment installed and tested on ES sites in Polygon 6	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.45.3 - Polygon 7 operational	Equipment installed and tested on ES sites in Polygon 7	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide	**Payment**

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				notification of Site Access	
L3.35.1 - Polygon 8 operational	Equipment installed and tested on ES sites in Polygon 8	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.45.4 - Polygon 9 operational	Equipment installed and tested on ES sites in Polygon 9	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.45.5 - Polygon 10 operational	Equipment installed and tested on ES sites in Polygon 10	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.21.1 - Polygon 11 operational	Equipment installed and tested on ES sites in Polygon 11	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.21.2 - Polygon 12 operational	Equipment installed and tested on ES sites in Polygon 12	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.24 - Polygon 13 operational	Equipment installed and tested on ES sites in Polygon 13	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site	**Payment**

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				Access	
L3.31 - Polygon 14 operational	Equipment installed and tested on ES sites in Polygon 14	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.31.1 - Polygon 15 operational	Equipment installed and tested on ES sites in Polygon 15	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.24.1 - Polygon 16 operational	Equipment installed and tested on ES sites in Polygon 16	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.24.2 - Polygon 17 operational	Equipment installed and tested on ES sites in Polygon 17	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.24.3 - Polygon 18 operational	Equipment installed and tested on ES sites in Polygon 18	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.57 - Polygon 19 operational	Equipment installed and tested on ES sites in Polygon 19	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**

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L3.57.01 - Polygon 20 operational	Equipment installed and tested on ES sites in Polygon 20	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.31.2 - Polygon 21 operational	Equipment installed and tested on ES sites in Polygon 21	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.24.4 - Polygon 22 operational	Equipment installed and tested on ES sites in Polygon 22	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.57.02 - Polygon 23 operational	Equipment installed and tested on ES sites in Polygon 23	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.57.03 - Polygon 24 operational	Equipment installed and tested on ES sites in Polygon 24	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.57.04 - Polygon 25 operational	Equipment installed and tested on ES sites in Polygon 25	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.57.05 - Polygon	Equipment installed and tested on ES sites in	[…..✂…..]	[…..✂…..]	Authority to examine	**Payment**

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26 operational	Polygon 26			and approve relevant deliverables and provide notification of Site Access	
L3.57.06 - Polygon 27 operational	Equipment installed and tested on ES sites in Polygon 27	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.57.07 - Polygon 28 operational	Equipment installed and tested on ES sites in Polygon 28	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.57.08 - Polygon 29 operational	Equipment installed and tested on ES sites in Polygon 29	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.57.09 - Polygon 30 operational	Equipment installed and tested on ES sites in Polygon 30	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.57.10 - Polygon 31 operational	Equipment installed and tested on ES sites in Polygon 31	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.57.11 - Polygon 32 operational	Equipment installed and tested on ES sites in Polygon 32	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant	**Payment**

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				deliverables and provide notification of Site Access	
L3.57.12 - Polygon 33 operational	Equipment installed and tested on ES sites in Polygon 33	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.57.13 - Polygon 34 operational	Equipment installed and tested on ES sites in Polygon 34	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.57.14 - Polygon 35 operational	Equipment installed and tested on ES sites in Polygon 35	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.57.15 - Polygon 36 operational	Equipment installed and tested on ES sites in Polygon 36	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.57.16 - Polygon 37 operational	Equipment installed and tested on ES sites in Polygon 37	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.57.17 - Polygon 38 operational	Equipment installed and tested on ES sites in Polygon 38	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide	**Payment**

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				notification of Site Access	
L3.57.18 - Polygon 39 operational	Equipment installed and tested on ES sites in Polygon 39	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.57.19 - Polygon 40 operational	Equipment installed and tested on ES sites in Polygon 40	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and provide notification of Site Access	**Payment**
L3.55.1 - London Transition complete	Mid-Transition Service Status report delivered and approved No outstanding rectification issues	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables	**Key**
L3.69.1 - Transition fully complete	Transition Completion Service Status report delivered and approved	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables	**Key**
L3.70 - Exit Plan	Exit Plan delivered and approved	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and authorise payment	**Payment**
L3.71 - Exit Management	Expiry of the initial terms	[…..✂…..]	[…..✂…..]	Authority to examine and approve relevant deliverables and authorise payment	**Payment**

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ANNEX 2: Milestone Definition Document Template

Emergency Services Mobile Communications Programme Milestone Definition Document

Home Office

Version	[insert]
Date Issued	YYYY-MM-DD
Purpose of Issue	For Review | For Approval | For Record
Approval Status	Draft | In Review | | In Approval | Approved
Author	[insert]
Security Classification	OFFICIAL | OFFICIAL – SENSITIVE

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Document Control

METADATA	
Document Identifier	File Name or EDRM ID [insert]
Title	Title of the report
Document Abstract	Short description of content and purpose of document
Creation Date	[insert]
Online Location	File path **[**insert**]**
Contributing Author(s)	Individual's name responsible for contributing to its creation
Originating Unit	Name of work stream responsible for document

REVISION HISTORY			
Version	**Revision Date**	**Revised By**	**Change Description**
[x.x**]**	YYYY-MM-DD	Name	Brief Summary of Key Changes

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DISTRIBUTION LIST

Date Issued	Version Issued	Name	Job Title	Role
YYYY-MM-DD	[x.x]	Name	Title Name	R / I / A

R = Reviewer; I = For information Only; A = Approver

APPROVALS

Name	Job Title	Version Approved	Date Approved	e-Signature

REFERENCES

Version	Date	Author	Title
			<<Insert Hyperlink also>>

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1 Milestone Definition

1.1 [Lx.xx]

Heading	Content
Milestone Identifier	[Lx.xx]
Milestone Title	
Milestone Description	
Milestone Owner (Supplier)	
Authority Counterpart	
Milestone Achievement Approval	
Baseline Milestone Date	
Baseline Date for Milestone Achievement Certificate	

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2 Deliverable(s)

This Milestone is made up of the following Deliverables:

2.1 Deliverable 1

Deliverable ID	
Deliverable Title	
Deliverable Group(s)	
Deliverable Description High level description of the deliverable.	
Deliverable objective High level description of the objective.	
Deliverable Owner	
Authority Counterpart	
Prerequisites	
First Draft Deliverable Date	
Planned Successful Assurance Date for Deliverable	

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3 Glossary and References

3.1 Glossary

Abbreviation / Term	Description / Definition

3.2 References

References		
Reference	**Description / Title**	**Location**

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ANNEX 3: Documentary Product Description Template

1 Documentary Product Description

<< For guidance on completion please see section 3 >>

Identifier	The file code and/or file name assigned by the [PMO] Document Controller
Title	Name by which the Documentary Product is known
Supplier	Name of the Supplier of the Documentary Product
Authority Counterpart	Name of the Authority owner for the Documentary Product
Author	Principle creator of the Documentary Product
Contributing Author(s)	Individual's name responsible for contributing to its creation
Purpose	This defines the purpose and/or scope that the Documentary Product will fulfil and who will use it and will describe the Documentary Product's functions, size, quality, complexity, robustness etc.
Composition	This is a list of the parts of the Documentary Product. For example, if the Documentary Product were a report, this would be a list of the expected chapters or sections
Input Dependencies/ Derivation	What are the source products from which this Documentary Product is derived? Examples are: • A design is derived from a specification • A product is bought in from a supplier • A statement of the expected benefits are obtained from the user • A product is obtained from another department or team
Format & Presentation	The characteristics of the Documentary Product – for example, if the Documentary Product were a report, this would specify whether the report should be a document, presentation slides or an email. If the Documentary Product is derived from specialist software, it should define the mime type to be delivered in.
Security Classification	Specify whether OFFICIAL or OFFICIAL – SENSITIVE etc.
To be shared with User Organisations	Yes/No
To be uploaded onto the Document Control System	Yes/No
Development skills	An indication of the skills required to develop the Documentary Product or

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required	a pointer to which area(s) should supply the development resources. Identification of the actual people may be left until planning the stage in which the Documentary Product is to be created		
Quality Responsibilities	Defining the producer, reviewer(s) and approver(s) for the Documentary Product **Producer(s):** **Reviewer(s):** **Approvers(s):**		
Quality Criteria	**Quality Tolerance**	**Quality Method**	**Quality Check Skills Required**
To what quality specification must the Documentary Product be produced, and what quality measurements will be applied by those inspecting the finished Documentary Product?	Details of any range in the quality criteria within which the Documentary Product would be acceptable	The kinds of quality method – for example, design verification, pilot, test, inspection or reviews – that are to be used to check the quality or functionality of the Documentary Product	An indication of the skills required to undertake the quality method or a pointer to which area(s) should supply the checking resources. Identification of the actual people may be left until planning the stage in which the quality inspection is to be done

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2 Control Page Supporting Information

[Add here any supporting information, such as comments, charts, tables, documents or diagrams that will assist].

REVISION HISTORY			
Version	**Revision Date**	**Revised By**	**Change Description**
	YYYY-MM-DD		

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APPROVAL HISTORY				
Approver Name	**Approver Role**	**Version Approved**	**Date Approved**	**Signature**

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3 Guidance

Please replace **all** the blue text in this document.

3.1 Purpose

A Documentary Product Description is used to:

- Understand the detailed nature, purpose, function and appearance of the Documentary Product
- Define who will use the Documentary Product
- Identify the sources of information or supply for the Documentary Product
- Identify the level of quality required of the Documentary Product
- Enable identification of activities to produce, review and approve the Documentary Product
- Define the people or skills required to produce, review and approve the Documentary Product

3.2 Input Dependencies/Derivation

The Documentary Product Description may be derived from the following:

- Documentary Product breakdown structure
- The end-users of the Documentary Product
- Quality Management Strategy
- Configuration Management Strategy

3.3 Quality criteria

What makes a Documentary Product Description adequate for submission for the approval of the Authority:

- The purpose of the Documentary Product is clear and is consistent with other Documentary Products
- The Documentary Product is described to a level of detail sufficient to plan and manage its development
- The Product Description is concise yet sufficient to enable the Documentary Product to be produced, reviewed and approved
- Responsibility for the development of the Documentary Product is clearly identified
- Responsibility for the development of the Documentary Product is consistent with the roles and responsibilities described in the project management team organization and the Quality Management Strategy
- The quality criteria are consistent with the project quality standards, standard checklists and acceptance criteria
- The quality criteria can be used to determine when the Documentary Product is fit for purpose
- The types of quality inspection required are able to verify whether the Documentary Product meets its stated quality criteria
- The Senior User(s) confirms that their requirements of the Documentary Product, as defined in the Product Description, are accurately defined
- The Supplier confirms that the requirements of the Documentary Product, as defined in the Product Description, can be achieved

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End of Document

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