| Colla     | ted Milestones (mobilisation)   |  |                                      |   | Michael Wit 1  San rotation W. 2  Mobilisation W. 2  Mobilisation W. 3  Mobilisation W. 4  Mobilisation W. 5  Mobilisation W. 6  Mobilisation W. 6  Mobilisation W. 6  Mobilisation W. 7  Mobilisation W. 9  Mobilisation W. 1  Mobilisation W. 1 |
|-----------|---|--|--------------------------------------|---|--|
| Milestone | Milestone   | Assigned Individual                              | To be completed by Current           | Comments / Reports                                  |  |
| Number    |   |  | Status                               |   |  |
| M1        | Core Project Team established   | Mobilisation Specialist  Mobilisation Specialist | End of standstill  End of standstill | Project Management & Control                        |  |
| M2        | PB1 - Briefing and handover from Bid to Core Safe Transfer Team                           | RUH/Mohn Specialist                              | ASAP - NO later than Wk 2 Moh        | Project Management & Control                        |  |
| M3<br>M4  | CQC documentation submitted   | National Development Pharmacist                  | ASAP - NO later than Wk 2 Mob        | Formal Registration                                 |  |
| M5        | CD licence application submitted  OFSTED registration application confirmed               | HoPR&CQC   | ASAP - NO later than Wk 2 Mob        | Formal Registration Formal Registration             |  |
| M6        | Project Office set up   | Mobilisation Specialist                          | Wk 1 mobilisation                    | Project Management & Control                        |  |
| M7        | Project Briefing completed  | Mobilisation Specialist                          | Wk 1 Mobilisation                    | Project Management & Control                        |  |
| M8        | Contract Critical Due Diligence process agreed with commissioners/incumbents              | Head of Due Diligence                            | Wk 1 Mobilisation                    | Contract Critical Due Diligence                     | <del>                                     </del>   |
| M9        | Contacts list exchanged   | Mobilisation Specialist                          | Wk 2 Mobilisation                    | Project Management & Control                        |  |
| M10       | STInfo process agreed with incumbent provider(s)  | STInfo Co-Ordinator                              | Wk 2 Mobilisation                    | Safe Transfer Information                           | <del></del>  |
| M11       | Draft of head received for review   | BUH/MD - Legal Counsel                           | Wk 2 Mobilisation                    | Head Contract - BusTrans Agmt                       |  |
| M12       | STInfo briefing produced for workstreams/operations                                       | STInfo Co-Ordinator                              | From Wk3 Mobilisation                | Safe Transfer Information                           | <del>╎┤╏╒</del> ╍┷┷┷┷┷╅┼ <mark>╗</mark> ┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼   |
| M13       | R6/7 Project Board and Reporting established  | Mobilisation Specialist                          | Wk 4 Mobilisation                    | Project Management & Control                        |  |
| M14       | 50% contract critical DD completed  | Head of Due Diligence                            | Wk 4 Mobilisation                    | Contract Critical Due Diligence                     | <del>╎┤╎╎</del> <b>═</b> ┼┼┼┼┼┼ <del>┋</del> ┼┼┼┼┼┼┼┼┼┼┼┼┼   |
| IV114     | 500 contract critical DD completed  |  |                                      | Contract Critical Due Dingence                      |  |
| M15       | Heads of Terms in place with all material providers                                       | BUH/Operations Lead                              | Wk 4 Mobilisation                    | Material Subcontractors - Suppliers                 |  |
| M16       | Initial HR due diligence completed satisfactorily   | People Transformation Leads                      | Wk 4 Mobilisation                    | Workforce - TUPE - Engagement                       |  |
| M17       | Student Education confirmed and agreed  | Clinical Training Lead                           | Wk 4 Mobilisation                    | Welcome -Induction - Training                       |  |
| M18       | Fully populated head contract schedules received for review                               | BUH/MD - Legal Counsel                           | Wk 5 Mobilisation                    | Head Contract - BusTrans Agmt                       |  |
| M19       | Front end BTA agreed with incumbent (Transfer of staff PLUS goods/property)               | BUH/MD - Legal Counsel                           | Wk 5 Mobilisation                    | Head Contract - BusTrans Agmt                       |  |
| M20       | 100% Contract critical DD completed   | Head of Due Diligence                            | Wk 6 Mobilisation                    | Contract Critical Due Diligence                     |  |
| M21       | PB2 Due Diligence Conclusion (Contract critical DD report & analysis produced for Project | Head of Due Diligence                            | Wk 6 Mobilisation                    | Contract Critical Due Diligence                     |  |
| M22       | 50% STInfo completed  | STInfo Co-Ordinator                              | Wk 6 Mobilisation                    | Safe Transfer Information                           |  |
| M23       | Service specs and SDIP signed off by Operations Lead                                      | Ops Lead - Legal Counsel                         | Wk 6 Mobilisation                    | Head Contract - BusTrans Agmt                       |  |
| M24       | Finance schedule signed off by Finance  | HoF - Legal Counsel                              | Wk 6 Mobilisation                    | Head Contract - BusTrans Agmt                       |  |
| M25       | Quality requirements signed off by Ops/Clinical/IM Team - QR penalties signed off by      | Ops/Clin/IM - Legal Counsel                      | Wk 6 Mobilisation                    | Head Contract - BusTrans Agmt                       |  |
| M26       | Reporting requirements signed off by IM Team  | IM Lead - Legal Counsel                          | Wk 6 Mobilisation                    | Head Contract - BusTrans Agmt/Business Intelligence |  |
| M27       | Buildings confirmed as compliant and FFP  | National Estates Lead                            | Wk 6 Mobilisation                    | Property Compliance - Health & Safety - Facilties   |  |
| M28       | Detailed Assets lists received  | Mobn Spec/Operations Lead                        | Wk 6 Operation                       | Equipment - Non-IT Assets                           |  |
|           |   |  |                                      |   |  |
| M29       | Completion of IT due diligence  | SNS Mobilisation Lead                            | Wk 6 Mobilisation                    | Systems-Network - Support                           |  |
| M30       | Confirm level of IG compliance following on site audit/assessment and revise action plan  | IG Team  | Wk 6 Mobilisation                    | Information Governance                              |  |
| M31       | Anonymised EU spreadsheet received  | People Transformation Leads                      | Wk 6 Mobilisation                    | Workforce - TUPE - Engagement                       |  |
|           |   |  |                                      |   |  |
| M32       | Vocational Training confirmed and agreed  | SaMTraining Lead  People Transformation Leads    | Wk 6 Mobilisation                    | Welcome -Induction - Training                       |  |
| M33       | Where required, recruitment action plan implemented                                       |  | Wk7Mobilisation                      | Workforce - TUPE - Engagement                       |  |
| M34       | IT support and resourcing described and funded  | SNS Mobilisation Lead                            | Wk 8 Mobilisation Wk 8 Mobilisation  | Systems-Network - Support                           |  |
| M35       | Submission of Measures letter   | People Transformation Leads Head of People       | Wk 8 Mobilisation Wk 8 Mobilisation  | Workforce - TUPE - Engagement                       |  |
| M36       | Welcome meetings confirmed and communicated   | Head of People<br>HoF                            | Wk 8 Mobilisation Wk 8 Mobilisation  | Welcome -Induction - Training                       |  |
| M37       | Final R5 financial model built  | HoF<br>Mobilisation Specialist                   | Wk 8 Mobilisation Wk 9 Mobilisation  | Finance Plan - Onboarding                           | <del>▎▕▕▕▕▕▕▕▕</del> <del>█</del> ▄ <del>▎</del> ▍▍  |
| M38       | R5 Exec Approval - Head contract/FMT/Transformation Plan                                  | Modification specialist                          | *** 2 MODIISAUDII                    | Project Management & Control                        |  |
| M39       | Fully populated schedules received for BTA (Transfer of staff PLUS goods/property)        | BUH/MD - Legal Counsel                           | Wk 9 Mobilisation                    | Head Contract - BusTrans Agmt                       |  |
| M40       | TUPE consultation completed   | People Transformation Leads                      | Wk 9 Mobilisation                    | Workforce - TUPE - Engagement                       |  |
| M41       | Receipt of FULLY populated ELI spreadsheet  | People Transformation Leads                      | Wk 9 Mobilisation                    | Workforce - TUPE - Engagement                       |  |
| M42       | HR/OPs sign-off of TUPE and recruited workforce against the budgeted WFP                  | People Transformation Leads                      | Wk 9 Mobilisation                    | Workforce - TUPE - Engagement                       |  |
| M43       | 100% STInfo completed   | STInfo Co-Ordinator                              | Wk 10 Mobilisation                   | Safe Transfer Information                           |  |
| M44       | BTA transfer costs agreed (Transfer of staff PLUS goods/property)                         | BUH/MD - Legal Counsel                           | Wk 10 Mobilisation                   | Head Contract - BusTrans Agmt                       |  |
| M45       | All subcontracts signed   | BUH/Operations Lead                              | Wk 10 Mobilisation                   | Material Subcontractors - Suppliers                 |  |
| M46       | Supplier agreements signed (or novated)   | BUH/Operations Lead                              | Wk 10 Mobilisation                   | Material Subcontractors - Suppliers                 |  |
| M47       | Legal property agreements in place  | National Estates Lead                            | Wk 10 Mobilisation                   | Property Compliance - Health & Safety - Facilties   |  |
| M48       | Soft and hard FM agreements in place  | Operations Lead                                  | Wk 10 Mobilisation                   | Property Compliance - Health & Safety - Facilties   |  |
| M49       | Obtain TUPE letter of indemnity from current employer (where only staff transferring      | People Transformation Leads                      | Wk 10 Mobilisation                   | Workforce - TUPE - Engagement                       |  |
| M50       | Mapped integration into VCL reporting structure   | Head of Corporate Governance                     | Wk 10 Mobilisation                   | Corporate Governance - Risk Mgt                     |  |
| M51       | Head Contract signed  | BUH/MD - Legal Counsel                           | Wk 11 Mobilisation                   | Head Contract - BusTrans Agmt                       |  |
| M52       | PGDs completed and signed   | National Development Pharmacist                  | Wk 11 Mobilisation                   | Medicines Management                                |  |
|           |   |  |                                      |   |  |

| Collated Milestones (mobilisation)  |  |  |   |  | Standstill Wk 1 | Standstill Wk 2<br>Wk 1 Mobilisation | Mobilisation VIK 2 | Mobilisation Wk 4 | Mobilisation VIK 6 | Mobilisation VIK 8            | Mobilisation VM 9<br>Mobilisation VM 10 | Mobilisation Wk 11  | Week before transfer TRANSFER DATE | Week after transfer<br>Operation Wk 2 | Operation Wk 3<br>Operation Wk 4 | Operation Wk 5<br>Operation Wk 6 | Operation Wk 7 | Operation Wk 9 | Operation Wk 11<br>Operation Wk 12 | Operation Wk 13 | Operation Wk 15 | Operation Wk 16<br>Operation Wk 17 | Operation Wk 18 |
|---|--|--|---|--|-----------------|--------------------------------------|--------------------|-------------------|--------------------|-------------------------------|---|---------------------|------------------------------------|---------------------------------------|----------------------------------|----------------------------------|----------------|----------------|------------------------------------|-----------------|-----------------|------------------------------------|-----------------|
| M53 BTA signed (Transfer of staff PLUS goods/property)  | BUH/MD - Legal Counsel                                 | Wk 12 Mobilisation                       |   | To the second second                                     | Stand           | still                                |                    |                   | MOBILI             | SATION                        |   |                     |                                    |                                       |                                  | 1 1                              | - 1            | IRST 100 E     | DAYS                               |                 |                 |                                    | $\rightarrow$   |
| 13 11 1 3 1 3 1 3 1 3 1 1 | Mobn Spec/Operations Lead                              | Wk 12 Mobilisation                       |   | Head Contract - BusTrans Agmt  Equipment - Non-IT Assets |                 |                                      |                    |                   | 4-4                | $\bot\bot$                    |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | Ш.              |
|   | Mobil Spec/Operations Lead                             | Wk 12 Mobilisation                       |   |  |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    | $\perp$         |                 |                                    | $\sqcup$        |
| MS5 EBME contract in place  MS6 All transferring equipment & non-IT assets documented compliant. FEP and insured as   | Insurance & Claims Mgr                                 | Wk 12 Mobilisation                       |   | Equipment - Non-IT Assets  Equipment - Non-IT Assets     |                 |                                      |                    |                   | 4-4                | $\bot\bot$                    |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | Ш.              |
| M56 All transferring equipment & non-IT assets documented, compliant, FFP and insured as  M57 IT BCP reviewed and in place  | SNS Mobilisation Lead                                  | Wk 12 Mobilisation                       |   | Systems-Network - Support                                |                 |                                      |                    |                   | 4-4                | $\bot\bot$                    |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | Ш.              |
| M58 IT hardware, system and support contracts in place  | SNS Mobilisation Lead                                  | Wk 12 Mobilisation                       |   | Systems-Network - Support Systems-Network - Support      |                 | _                                    |                    | +                 | +                  | +                             |   |                     |                                    |                                       |                                  |                                  |                |                | -                                  |                 | $\perp$         |                                    | Н               |
|   | SNS Mobilisation Lead                                  | Wk 12 Mobilisation                       |   |  |                 | _                                    |                    | +                 | +                  | +                             |   |                     |                                    |                                       |                                  |                                  |                |                | -                                  |                 | $\perp$         |                                    | Н               |
| M59 Full IT support plan ready from Day 1 to first 100 days  M60 Refresh level of IG compliance with an action plan to address immediate issues on cutover  | IG Team  | Wk 12 Mobilisation                       |   | Systems-Network - Support Information Governance         | -               | -                                    |                    |                   | +                  | ++                            | _                                       |                     |                                    | -                                     |                                  | ++                               | -              | ++             | -                                  | ++              | -               |                                    | $\vdash$        |
| with an action plan to address ininiediate issues on cutover  | io reali   | TV. 12 HOMINGON                          |   | information Governance                                   |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M61 All Information sharing agreements in place and signed by all parties   | IG Team  | Wk 12 Mobilisation                       |   | Information Governance                                   |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M62 Recruitment issues transferred  | People Transformation Leads                            | Wk 12 Mobilisation                       |   | Workforce - TUPE - Engagement                            |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M63 Operational HR issues transferred   | People Transformation Leads                            | Wk 12 Mobilisation                       |   | Workforce - TUPE - Engagement                            |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | П               |
| M64 Bank staff workforce actions completed  | People Transformation Leads                            | Wk 12 Mobilisation                       |   | Workforce - TUPE - Engagement                            |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | П               |
| M65 Welcome packs delivered (ready for dispatch)  | Head of People   | Wk 12 mobilisation                       |   | Welcome -Induction - Training                            |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | П               |
| M66 Training links and ongoing funding confirmed  | TLE - BusDevLead                                       | Wk 12 Mobilisation                       |   | Welcome -Induction - Training                            |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | П               |
| M67 Drug supply and drug supplier subcontract in place  | National Development Pharmacist                        | Wk 12 Mobilisation                       |   | Medicines Management                                     |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M68 FP10s on site and ready to be distributed   | National Development Pharmacist                        | Wk 12 Mobilisation                       |   | Medicines Management                                     |                 |                                      |                    |                   |                    | $\top$                        |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M69 Clinical medicines management in place  | National Development Pharmacist                        | Wk 12 Mobilisation                       |   | Medicines Management                                     |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M70 Medicines management governance in place  | National Development Pharmacist                        | Wk 12 Mobilisation                       |   | Medicines Management                                     |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M71 Agencies notified of change (if any off panel in use)   | People Transformation Leads                            | Wk 12 Mobilisation                       |   | Service Operation NOS                                    |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | П               |
| M72 First 3 months support plan in place  | Mobilisation Specialist                                | Wk 12 Mobilisation                       |   | First 100 day planning                                   |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M73 R8 Exec Approval - Safe Transfer readiness confirmed  | Mobilisation Specialist                                | Week before transfer                     |   | Project Management & Control                             |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | П               |
| M74 CQC registration confirmed  | HoPR&CQC   | Week before transfer                     |   | Formal Registration                                      |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | П               |
| M75 CD licence confirmed  | National Development Pharmacist                        | Week before transfer                     |   | Formal Registration                                      |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | П               |
| M76 OFSTED registration confirmed   | HoPR&CQC   | Week before transfer                     |   | Formal Registration                                      |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | П               |
| M77 Full insurance cover in place   | Claims & Insurance Manager                             | Week before transfer                     |   | Insurance  |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | П               |
| M78 New equipment in place at point of delivery   | Mobn Spec/Operations Lead                              | Week before transfer                     |   | Equipment - Non-IT Assets                                |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | П               |
| M79 Acceptence testing of all systems is complete   | SNS Mobilisation Lead                                  | Week before transfer                     |   | Systems-Network - Support                                |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | П               |
| M80 TUPE letters dispatched   | People Transformation Leads                            | Week before transfer                     |   | Workforce - TUPE - Engagement                            |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M81 Existing service - preliminary clinical governance review completed with develoment of  | Clinical Lead  | Week before transfer                     |   | Clinical Governance                                      |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M82 Fully functioning clinical system with access to active records as required   | Clinical Systems Team                                  | Transfer                                 |   | Clinical Systems   |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M83 Execute safe transfer solution for payroll function   | Payroll Manager  | Transfer                                 |   | Payroll-Pension-Lease Cars                               |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M84 Execute safe transfer solution for pensions   | Legal Counsel  | Transfer                                 |   | Payroll-Pension-Lease Cars                               |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M85 Robust arrangement in place to support lease car users  | People Hub Team  | Transfer                                 |   | Payroll-Pension-Lease Cars                               |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M86 New patient information ready for distribution  | Operations Lead  | Transfer                                 |   | Customer Serv, PT Info, Ext Comms, Mkting                |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M87 Active patients informed of service provider change   | Ops Lead/Incumbent                                     | Transfer<br>Transfer                     |   | Customer Serv, PT Info, Ext Comms, Mkting                |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M88 Service website operational   | Ops Lead/Comms Team                                    |  |   | Customer Serv, PT Info, Ext Comms, Mkting                |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    |                 |
| M89 Complete revision of external directories and website links   | Ops Lead/Comms Team                                    | Transfer                                 |   | Customer Serv, PT Info, Ext Comms, Mkting                |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | Ш               |
| M90 Customer services fully in place and confident  | Ops Lead/Carol Dale  BUH/Nic Parkes                    | Transfer<br>Transfer                     |   | Customer Serv, PT Info, Ext Comms, Mkting                |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | Ш               |
| M91 Complete execution of external communications action plan   | BUH/Nic Parkes   | Transfer                                 |   | Customer Serv, PT Info, Ext Comms, Mkting                |                 |                                      |                    |                   |                    | $\perp \perp \perp$           |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | Ш               |
| M92 External announcement of launch   | Head of Corporate Governance                           | Transfer                                 |   | Customer Serv, PT Info, Ext Comms, Mkting                | Ш               | _                                    |                    | 44                | 44                 | $\perp \perp$                 |   |                     |                                    | Ш                                     |                                  |                                  |                |                |                                    | Ш               | $\perp$         |                                    | Ш               |
| M93 Actively managed risk register in place   | Head of Corporate Governance  Operations Lead          | Transfer<br>Transfer                     |   | Corporate Governance - Risk Mgt                          |                 |                                      |                    |                   |                    | $\perp \perp \perp$           |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | Ш               |
| M94 >90% Statement of readiness actions completed, remaining 10% in progress, 0% behind   | Operations Lead  | Transfer                                 |   | Service Operation NOS                                    |                 |                                      |                    |                   |                    | $\perp \perp \perp$           |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | Ш               |
| M95 Updated overarching BCP plan in place   | Operations Lead<br>HoP/Project Manager                 | Transfer                                 |   | Service Operation NOS                                    |                 |                                      |                    |                   | 44                 | $\perp$                       |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | Ш               |
| M96 VC ID badges available  | HoF  | Transfer                                 |   | Service Operation NOS                                    |                 |                                      |                    |                   | 44                 | $\perp$                       |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | Ш               |
| M97 Finance team recruited/transferred  M98 Immediate onboarding actions completed for cutover  | HoF  | Transfer                                 |   | Finance Plan - Onboarding                                |                 |                                      |                    |                   | 4-4                | $\bot\bot$                    |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | Ш.              |
|   | HoF  | Transfer                                 |   | Finance Plan - Onboarding                                |                 |                                      |                    |                   | 44                 | $\perp$                       |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | Ш               |
|   | HoF  | Transfer                                 |   | Finance Plan - Onboarding                                | ++              | _                                    |                    |                   | +                  | $\bot$                        |   |                     |                                    |                                       |                                  | $\perp \perp$                    | 11             | 11             | 44                                 | $\sqcup$        | $\perp$         |                                    | Ш.              |
| M100 On site presence for finance support   | HoF<br>Transformation Lead                             | Transfer<br>Transfer                     |   | Finance Plan - Onboarding                                | ++              | _                                    |                    |                   | +                  | $\bot$                        |   |                     |                                    |                                       |                                  | $\perp \perp$                    | 11             | 11             | 44                                 | $\sqcup$        | $\perp$         |                                    | Ш.              |
| M101 Revised transformation plan completely updated  M102 Post cutover 100 day plan completed   | Transformation Lead  Mobilisation Specialist           | Transfer  Week after transfer            | - | Transformation planning                                  | ++              | -                                    | ++                 | ++                | ++                 | +                             |   | $\vdash$            |                                    |                                       | $\vdash \vdash$                  | ++                               | ++             | +              | $\vdash$                           | ++              | +               | _                                  | $\sqcup$        |
|   | Mobilisation Specialist  Mobilisation Specialisst      | Week after transfer  Week after transfer |   | Project Management & Control                             | $\sqcup$        |                                      | $\perp \perp$      | $\perp$           | +                  | $\perp \downarrow \downarrow$ |   |                     |                                    |                                       | $\sqcup \!\!\! \perp$            | +                                | 44             | +              | 44                                 | $\sqcup$        | $\perp$         |                                    | $\sqcup$        |
| M103 First 100 day plan completed, circulated and monitoring agreed   | Mobilisation Specialiost  Ops Lead/Surrinder Pattawola | Week after transfer Wk 1 Operation       |   | First 100 day planning                                   | ++              | _                                    |                    |                   | +                  | $\bot$                        |   |                     |                                    |                                       |                                  | $\perp \perp$                    | 11             | 11             | 44                                 | $\sqcup$        | $\perp$         |                                    | Ш.              |
| M104 Means to collect F&F throughout services   | Ops Lead/Surrinder Pattawola  BUH/Transformation Lead  | Wk 1 Operation Wk 1 Operation            |   | Customer Serv, PT Info, Ext Comms, Mkting                | $\sqcup$        |                                      | $\bot \bot$        | $\perp \perp$     | $\bot$             | $\perp \downarrow$            |   | $\sqcup \downarrow$ |                                    |                                       |                                  | 11                               | $\bot \bot$    | $\perp \perp$  | $\sqcup$                           | $\sqcup$        | $\perp$         |                                    | $\sqcup$        |
| M105 Formal Transformation Plan sharing with senior team  M106 Implementation of mandatory audit & CG process across services   | BUH/Transformation Lead  Clinical Lead                 | Wk 1 Operation  During First 100 days    |   | Transformation planning                                  | $\sqcup$        |                                      | $\perp \perp$      |                   | +                  | $\perp$                       |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | Ш               |
|   | Clinical Lead<br>Head of People                        |  |   | Clinical Governance                                      | $\sqcup$        | 4                                    | $\perp \perp$      | $\perp$           | $\bot$             | $\bot$                        | $\perp$                                 |                     |                                    |                                       |                                  | F                                |                |                | F                                  | Ħ               | Ħ               |                                    |                 |
| M107 Urgent FTF training completed or in plan   | неад от Реорге   | Wk 2 Operation                           |   | Welcome -Induction - Training                            |                 |                                      |                    |                   |                    |                               |   |                     |                                    |                                       |                                  |                                  |                |                |                                    |                 |                 |                                    | Ш               |

| Collated Milestones (mobilisation)                                       |                              |                          |   | Standstill Wk 1 | Standstill Wk 2<br>Wk 1 Mobilisation | (Project Briefing)<br>Mobilisation VM: 2 | Mobilisation Wk 3<br>Mobilisation Wk 4 | Mobilisation VM 6 | Mobilisation WK 7 | Mobilisation VM 10 | Mobilisation VIK 12<br>Week before transfer | TRANSFER DATE<br>Week after transfer | Operation Wk 2<br>Operation Wk 3 | Operation Wk 4 Operation Wk 5 Operation Wk 6 | Operation Wk 7 | Operation Wk 8<br>Operation Wk 9 | Operation Wk 10<br>Operation Wk 11 | Operation Wk 12 | Operation Wk 13 | Operation Wk 15<br>Operation Wk 16<br>Operation Wk 17 | Operation Wk 18 |  |
|--|------------------------------|--------------------------|---|-----------------|--------------------------------------|--|--|-------------------|-------------------|--------------------|---|--------------------------------------|----------------------------------|--|----------------|----------------------------------|------------------------------------|-----------------|-----------------|---|-----------------|--|
|  |                              |                          |   | Star            | ndstill                              |  |  | MOBIL             | ISATION           |                    |   |                                      |                                  |  |                | FIRST 1                          | 00 DAYS                            |                 |                 |   |                 |  |
| M108 Completion of RTW/DBS checks  | People Transformation Leads  | Week 4 Operation         | Workforce - TUPE - Engagement             |                 |                                      |  |  |                   |                   |                    |   |                                      |                                  |  |                |                                  |                                    |                 |                 |   |                 |  |
| M109 Staff e-Induction completed   | Head of People               | Wk 4 Operation           | Welcome -Induction - Training             |                 |                                      |  |  |                   |                   |                    |   |                                      |                                  |  |                |                                  |                                    |                 |                 |   |                 |  |
| M110 FFT fully in place and reporting to NHS England and via Tableau     | Ops Lead                     | Wk 4 Operation           | Customer Serv, PT Info, Ext Comms, Mkting |                 |                                      |  |  |                   |                   |                    |   |                                      |                                  |  |                |                                  |                                    |                 |                 |   |                 |  |
| M111 Actively managedincident reporting in place                         | Head of Corporate Governance | Wk 4 Operation           | Corporate Governance - Risk Mgt           |                 |                                      |  |  |                   |                   |                    |   |                                      |                                  |  |                |                                  |                                    |                 |                 |   |                 |  |
| M112 General Ledger system & processes in place                          | HoF                          | Wk 4 Operation           | Finance Plan - Onboarding                 |                 |                                      |  |  |                   |                   |                    |   |                                      |                                  |  |                |                                  |                                    |                 |                 |   |                 |  |
| M113 Accounts Payable - Purchase to Pay systems and processes in place   | HoF                          | Wk 4 Operation           | Finance Plan - Onboarding                 |                 |                                      |  |  |                   |                   |                    |   |                                      |                                  |  |                |                                  |                                    |                 |                 |   |                 |  |
| M114 Accounts Receivable - Billing systems and processes in place        | HoF                          | Wk 4 Operation           | Finance Plan - Onboarding                 |                 |                                      |  |  |                   |                   |                    |   |                                      |                                  |  |                |                                  |                                    |                 |                 |   |                 |  |
| M115 Payroll transferred & first payment run executed                    | HoF                          | Wk 4 Operation           | Finance Plan - Onboarding                 |                 |                                      |  |  |                   |                   |                    |   |                                      |                                  |  |                |                                  |                                    |                 |                 |   |                 |  |
| M116 Cash, expenses & credit card function in place                      | HoF                          | Wk 4 Operation           | Finance Plan - Onboarding                 |                 |                                      |  |  |                   |                   |                    |   |                                      |                                  |  |                |                                  |                                    |                 |                 |   |                 |  |
| M117 Reporting, financial control and review established                 | HoF                          | First 100 days           | Finance Plan - Onboarding                 |                 |                                      |  |  |                   |                   |                    |   |                                      |                                  |  |                |                                  |                                    |                 |                 |   |                 |  |
| M118 First months activity and performance report produced               | Mobilisation Specialist      | Wk 6 Operation           | Business Intelligence                     |                 |                                      |  |  |                   |                   |                    |   |                                      |                                  |  |                |                                  |                                    |                 |                 |   | П               |  |
| M119 Service line/team specific BCP plasn in place                       | Operations Lead              | Wk 8 Operation           | Service Operation NOS                     |                 |                                      |  |  |                   |                   |                    |   |                                      |                                  |  |                |                                  |                                    |                 |                 |   |                 |  |
| M120 Circulation of Safe Transfer lessons learned                        | Mobilisation Specialist      | Wk 9 Operation           | First 100 day planning                    |                 |                                      |  |  |                   |                   |                    |   |                                      |                                  |  |                |                                  |                                    |                 |                 |   |                 |  |
| M121 Integration handover  | Mobilisation Specialist      | Wk 14-18 Operation       | First 100 day planning                    |                 |                                      |  |  |                   |                   |                    |   |                                      |                                  |  | T              |                                  |                                    |                 |                 |   |                 |  |
| M122 All staff aware of transformation plans for developing the services | Transformation Lead          | First 100 days Operation | Transformation planning                   |                 |                                      |  |  | 11                |                   |                    |   |                                      |                                  |  | 11             |                                  |                                    |                 |                 |   | T               |  |
| M123 Transformation governance structure in place                        | Transformation Lead          | First 100 days Operation | Transformation planning                   |                 |                                      | +  |  |                   |                   |                    |   |                                      |                                  |  |                |                                  |                                    |                 |                 |   |                 |  |