

Collated Milestones (mobilisation)

					Standstill	Standstill Wk 1	Standstill Wk 2	Wk 1 Mobilisation (Project Briefing)	Mobilisation Wk 2	Mobilisation Wk 3	Mobilisation Wk 4	Mobilisation Wk 5	Mobilisation Wk 6	Mobilisation Wk 7	Mobilisation Wk 8	Mobilisation Wk 9	Mobilisation Wk 10	Mobilisation Wk 11	Mobilisation Wk 12	Week before transfer	TRANSFER DATE	Week after transfer	Operation Wk 2	Operation Wk 3	Operation Wk 4	Operation Wk 5	Operation Wk 6	Operation Wk 7	Operation Wk 8	Operation Wk 9	Operation Wk 10	Operation Wk 11	Operation Wk 12	Operation Wk 13	Operation Wk 14	Operation Wk 15	Operation Wk 16	Operation Wk 17	Operation Wk 18
					MOBILISATION																	FIRST 100 DAYS																	
Milestone Number	Milestone	Assigned Individual	To be completed by	Current Status	Comments / Reports																																		
M1	Core Project Team established	Mobilisation Specialist	End of standstill		Project Management & Control																																		
M2	PB1 - Briefing and handover from Bid to Core Safe Transfer Team	Mobilisation Specialist	End of standstill		Project Management & Control																																		
M3	CQC documentation submitted	BUH/Mobn Specialist	ASAP - NO later than Wk 2 Mob		Formal Registration																																		
M4	CD licence application submitted	National Development Pharmacist	ASAP - NO later than Wk 2 Mob		Formal Registration																																		
M5	OFSTED registration application confirmed	HOPE&CQC	ASAP - NO later than Wk 2 Mob		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																																		
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																																		
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																																		
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																																		
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 - OR 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 - Facilities																																		
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 ELI spreadsheet received	People Transformation Leads	Wk 6 Mobilisation		Workforce - TUPE - Engagement																																		
M32	Vocational Training confirmed and agreed	SAMTraining Lead	Wk 6 Mobilisation		Welcome -Induction - Training																																		
M33	Where required, recruitment action plan implemented	People Transformation Leads	Wk7 Mobilisation		Workforce - TUPE - Engagement																																		
M34	IT support and resourcing described and funded	SNS Mobilisation Lead	Wk 8 Mobilisation		Systems-Network - Support																																		
M35	Submission of Measures letter	People Transformation Leads	Wk 8 Mobilisation		Workforce - TUPE - Engagement																																		
M36	Welcome meetings confirmed and communicated	Head of People	Wk 8 Mobilisation		Welcome -Induction - Training																																		
M37	Final R5 financial model built	HoF	Wk 8 Mobilisation		Finance Plan - Onboarding																																		
M38	R5 Exec Approval - Head contract/FMT/Transformation Plan	Mobilisation Specialist	Wk 9 Mobilisation		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 - Facilities																																		
M48	Soft and hard FM agreements in place	Operations Lead	Wk 10 Mobilisation		Property Compliance - Health & Safety - Facilities																																		
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																																		

