Annex 6 – Implementation Plan

Implementation Plan Pro Form
Applicant **Name:**
Member of Key Personnel with overall responsibility for Implementation Plan **Name:** **Position:**
This section is for Applicants to demonstrate that they have an Implementation Plan to ensure that all the requirements for running the Service will be in place by Service Commencement Date. The plan will be agreed and finalised with the Contract Manager by Service Commencement Date and will become part of the ITA Contract.
Recruitment
Applicant's plans to recruit additional Supervisors by the Service Commencement Date
The number of Supervisors the Applicant intends to recruit
The date by which the Applicant intends to have Supervisors in post
The timescales and milestones for any recruitment activity required
The names and responsibilities of Key Personnel managing the recruitment process
Applicant's plans to recruit additional Advisers by the Service Commencement Date
The number of Advisers the Applicant intends to recruit
The date by which the Applicant intends to have Advisors in post
The timescales and milestones for any recruitment activity required
The names and responsibilities of Key Personnel managing the recruitment process
IT and Telephony Services
Please provide the key activities and milestones required to be able to meet the infrastructure requirements of the ITA Services and dates by which you expect to have completed these activities. For avoidance of doubt this must include: - *Telephony Requirements* - *Workstation Requirements* - *ECMS Requirements* - *Office Requirements*

The information provided will be used during the Mobilisation Period to ensure that the Applicant meets the requisite milestones and an LAA Contract Management visit will be conducted to confirm compliance with the infrastructure requirements 2 weeks before Service Commencement Date.

Telephony Requirements

Key Activities during Mobilisation:

 Milestones

Workstation Requirements

Key Activities during Mobilisation:

Milestones

ECMS Requirements

Key Activities during Mobilisation:

Milestones

Office Requirements

Key Activities during Mobilisation:

Milestones