



Initiation Checklist - Overview of key steps and actions required

Step	Action	Deliverable	Status	Completion date	My notes
1A	Identify a strong candidate for the Project Champion role				
1A	Ask the identified Project Champion to become familiar with this pack				
1A	Connect the Project Champion to a BDUK local delivery lead / Manager				
1A	Confirm your organisation is willing to lead the GigaHubs project collaboration				
1B	Compile a list of potential public sector partners with associated contact points	List of potential partners			
1B	Connect with potential collaborative partners				
1B	Log and chase responses	Full log			
1B	Arrange and run the inaugural meeting	Meeting minutes			
All	Arrange and run regular governance meetings (ongoing)				
All	Arrange regular check-ins with your point of contact within BDUK (ongoing)				
1B	Issue the Site List data capture template				
1B	Gather MoUs from all partner organisations	Signed MoUs			
1C	Define geographical boundaries for the project	Site lists			
1D	Complete Site List section 1 (all partners)	Site lists			
1D	Identify procurement routes and discuss with partners				
1D	Prepare a clear procurement strategy	Procurement Strategy			
End	Create/review all documents needed for official BDUK assurance submission				
End	Submit the GigaHubs proposal to BDUK				