Appendix 1 – Project Plan provided by LPPA showing a detailed breakdown of key activities and milestones

Month	Key Activities/Milestones
Mar 2021	• Project Manager assigned to project & governance set up • Definition phase begins • System configuration stage begins • System configuration stage complete • Communications plan drafted for stakeholders (members & employers)
Apr 2021	• Definition phase complete • Data migration and UAT begins • Business process review begins
May 2021	• Data cut 1 signed off • Member web – CMS scoping begins
Jun 2021	• Data cut 2 begins • Employer web (EAS) scoping begins • Communication plan agreed including member web registration and employer web on-board
Jul 2021	• Business process sign off • Training plan for employers drafted and agreed
Aug 2021	• Data cut 2 signed off
Sep 2021	• Ongoing migration & UAT • H&F meet key members of the LPPA operations team
Oct 2021	• Member web sign off • Employer web sign off
Nov 2021	• Data extracts, parallel runs for payroll begin
Dec 2021	• UPM and web released into operations • Issue welcome letters to members
Jan 2022	• Go-live