

#	Procurement Project Milestone	Min. Working days	Target date	Revised Target Date as at ...	Completed date	RAG	Comments/ Risks/ Dependancies
1	Signed Tender Motivation Document submitted by business	1	13 March 2016			1	
2	Cross functional sourcing team's Declaration of Interest submitted	5	18 March 2016			1	
3	Minutes of initiation meeting and draft flight plan	1	21 March 2016			1	
4	Sign off the Supplier Invite List	2	22 March 2016			1	
5	All Supplier Non Disclosure Agreements in place	5	29 March 2016			1	
6	Prepare draft RFX document including relevant annexures and distribute to forum for comment	10	25 March 2016			1	
7	Sign off on the Pricing Submission Template	5	01 April 2016			1	
8	Sign off on the Adjudication Model containing criteria and weightings		01 April 2016			1	
9	Sign off on RFP document	10	01 April 2016			1	
10	Issue RFX document to suppliers	1	04 April 2016			1	
11	Supplier Briefing	10	05 April 2016			1	
12	Respond to Supplier Questions- Issued by Procurement	2	07 April 2016			1	
13	Supplier 's RFX Submission Deadline	20	02 May 2016			1	
14	Individual Adjudication scores to be submitted	10	16 May 2016			1	
15	Group Adjudication Session	15	23 May 2016			1	
16	Shortlisted supplier presentations	10	06 June 2016			1	
17	Negotiation process	10	20 June 2016			1	
18	Supplier/s Recommendation Issued	2	22 June 2016			1	
19	Sign off on Recommendation signed by Critical Stakeholders)	5	29 June 2016			1	
20	Executive Summary of process followed signed off	2	01 July 2016			1	
21	Outcome letters sent to suppliers	1	04 July 2016			1	

RAG Key	
On track	1
Schedule at risk	2
Behind schedule	3
Completed task	4
Task on hold/ task is excluded	5