

Information to include in your milestone template

- Details of work packages with clear description of the activities taking place in each milestone.
- The month the milestone will be completed, which will help form your payment schedule.
- Clear and distinct deliverable (s) from each milestone that you'll be able to evidence to confirm you've completed the milestone in full.
- Success criteria for each milestone, noting that it must be clearly relatable to the work packages, deliverable(s) and must be measurable within reason
- Costs for each milestone – check that the total costs on the milestones match the total project costs applied for.

Pay Period	Milestone Description	Deliverable	Milestone Success Criteria	Milestone Payment (100%)
Q1 M2	<p>A - Live Trial Details and agreements.</p> <p>To engage with our sponsors and the IT teams at each of our 4 selected trial partners to agree on specific details for the live trials, create a technical integration plan, engage with any 3rd party contractors, plan public communication activity and agree on the terms of the legal agreements governing the trials.</p>	<p>Finalise arrangements for live trials including specific trial locations, stakeholders, 3rd party dependencies integration plan, and any public communication plan. Agree and sign-off trial legal agreements.</p>	<p>For each live trial, a trial plan document is produced which details the parameters of the live trial and specifically names the trial locations, the technical integration strategy (to be executed at a later stage), any integration costs, key stakeholders and any public communication that is to take place. The terms of the legal agreement governing the live trial are finalised and will be executed prior to trial commencement.</p>	£48,000
Q1 M3	<p>B - Core Platform MVP</p> <p>Develop a minimum viable product (MVP) of the DATA prototype which can be used to conduct live trials of the core DATA platform. The core platform technology will not include the web application which forms the user-facing component of the DATA platform. As a result, early trials will require manual intervention from the ngenius engineering team in order to set up the platform and extract results</p>	<p>A minimum viable product (MVP) for the core DATA platform is available to begin development trials with Norfolk. The MVP includes the minimum functionality to conduct trials.</p>	<p>A working MVP of the core DATA functionality is complete and has been appropriately tested by the development team. The DATA should be capable of providing the minimum functionality necessary in order to test the target use cases 'Data-Enabled Traffic Surveys' with our first trial partner, Norfolk County Council.</p>	£72,000
Q2 M4	<p>C - Data Legal Framework Complete</p> <p>Engage with the ICO, SCC and external legal consultants to develop the DATA legal framework and service agreements. We will also use this activity to establish operational best practice for technology of this kind and ensure that this is codified within the DATA legal agreement. This activity will build on the extensive work already completed in phase 1, working with council legal teams to establish the legal basis for DATA</p>	<p>Complete work on the DATA data-sharing agreement incorporating feedback from ICO and surveillance camera commissioner. Proposed data sharing agreement validated and signed by trial partners.</p>	<p>The legal text of the DATA service agreement, data privacy and fair processing notices is finalised, incorporating feedback from relevant public bodies (i.e. ICO and SCC). The DATA framework will enshrine the operation of DATA in line with best practice and safeguard the privacy of individuals in line with the technological mechanisms already in place to ensure PII data is never captured by the platform.</p>	£12,000
Q2 M4	<p>D - Web App Designs Complete</p> <p>Through a number of end-user interview with stakeholders from</p>	<p>End-user requirements documented and web application designs created which address</p>	<p>User feedback documented and web application designs produced in line with the identified user needs and incorporating industry</p>	£36,000

Clear details in each column

- Detail what exactly is being carried out in the Milestone, what the deliverable is and the measure of success.

Separated Milestones aligned to the Quarter

- Payments are made quarterly

Payment examples

- E.g., Q1 – Quarter 1, M2 – Milestone 2, Milestone cost and payment if milestone is completed as planned (Q1, M2 = £48,000).
- Quarter 1 payment in this example if **completed in full** would equate to £120,000 (£48,000 + £72,000) (MS2 + MS3)

Pay Period	Milestone Description	Deliverable	Milestone Success Criteria	Milestone Payment (100%)
Q1 M2	<p>A - Live Trial Details and agreements.</p> <p>To engage with our sponsors and the IT teams at each of our 4 selected trial partners to agree on specific details for the live trials, create a technical integration plan, engage with any 3rd party contractors, plan public communication activity and agree on the terms of the legal agreements governing the trials.</p>	Finalise arrangements for live trials including specific trial locations, stakeholders, 3rd party dependencies integration plan, and any public communication plan. Agree and sign-off trial legal agreements.	For each live trial, a trial plan document is produced which details the parameters of the live trial and specifically names the trial locations, the technical integration strategy (to be executed at a later stage), any integration costs, key stakeholders and any public communication that is to take place. The terms of the legal agreement governing the live trial are finalised and will be executed prior to trial commencement.	£48,000
Q1 M3	<p>B - Core Platform MVP</p> <p>Develop a minimum viable product (MVP) of the DATA prototype which can be used to conduct live trials of the core DATA platform. The core platform technology will not include the web application which forms the user-facing component of the DATA platform. As a result, early trials will require manual intervention from the ngenius engineering team in order to set up the platform and extract results</p>	A minimum viable product (MVP) for the core DATA platform is available to begin development trials with Norfolk. The MVP includes the minimum functionality to conduct trials.	A working MVP of the core DATA functionality is complete and has been appropriately tested by the development team. The DATA should be capable of providing the minimum functionality necessary in order to test the target use cases 'Data-Enabled Traffic Surveys' with our first trial partner, Norfolk County Council.	£72,000
Q2 M4	<p>C - Data Legal Framework Complete</p> <p>Engage with the ICO, SCC and external legal consultants to develop the DATA legal framework and service agreements. We will also use this activity to establish operational best practice for technology of this kind and ensure that this is codified within the DATA legal agreement. This activity will build on the extensive work already completed in phase 1, working with council legal teams to establish the legal basis for DATA</p>	Complete work on the DATA data-sharing agreement incorporating feedback from ICO and surveillance camera commissioner. Proposed data sharing agreement validated and signed by trial partners.	The legal text of the DATA service agreement, data privacy and fair processing notices is finalised, incorporating feedback from relevant public bodies (i.e. ICO and SCC). The DATA framework will enshrine the operation of DATA in line with best practice and safeguard the privacy of individuals in line with the technological mechanisms already in place to ensure PII data is never captured by the platform.	£12,000
Q2 M4	<p>D - Web App Designs Complete</p> <p>Through a number of end-user interview with stakeholders from</p>	End-user requirements documented and web application designs created which address	User feedback documented and web application designs produced in line with the identified user needs and incorporating industry	£36,000