

Key activity list (sheet):

Annual Target:			
Number	Activity	Responsibility for Each Activity	Evidence for Each Activity
1	Finalise the process of appointing the service provider	CD Channel Management, Bid Adjudication Committee (BAC)	Minutes of BAC and actual certificate to appoint the service provider
2	Study commenced	DDG:IPS / Service Provider	Progress Reports
3	Study finalised	Service Provider	Proof of delivery of the final results
4	Study outcomes presented to DHA governance structure (EXCO) for approval	DDG:IPS	Minutes of meetings