

Key Activity List			
Number	Activity	Responsibility for Each Activity	Evidence for Each Activity
1	Workshops with stakeholders - IMS, IS and service provider	Director: Solution Delivery	Attendance register and minutes
2	Feasibility study approved by DDG: IS	Director: Solution Delivery	Approved feasibility study document
3	Business requirements (BRS) approved by DDG: IMS	Director: Solution Delivery	Signed BRS