

## Appendix B

<b>Date</b>	<b>Milestone</b>
June 2018	Collaborative Procurement Group signs off Capital Letters documentation.  Potential first phase (year 1) boroughs identify themselves and begin internal approval processes (8 boroughs minimum required in first year).
October 2018	Borough Cabinet Papers drafted and submitted
October 2018	Shadow Capital letters Directors Group meets  Business case to be presented to London Councils' Chief Executives London Committee  Procurement of IT system begins with OJEU Notice
October 2018	Capital Letters Incorporated as an organisation  Business case to be presented to London Councils Leaders' Committee  Cabinet Approval with first phase boroughs received  Commence discussions with boroughs re possible resource including secondments  Recruitment of CEO and key leadership team begins
April 2019	Formal launch of Capital Letters