

## Mail Centre Deployment Activities

Key Activity	Week Commencing	
Introduction of In process checks (all Shifts incl Weekends)	27/07/2020	Deployment - 2 Weeks
Shift / Work Area Managers Briefed (All Shifts including Weekends)	27/07/2020	
Local CWU Processing Rep(s) Briefed	27/07/2020	
Front Line Staff Briefed 2 week prior to deployment (All Shifts including Weekends)	27/07/2020	
Sort Aids Received	03/08/2020	Deployment - 1 Week
New sort aids produced for Outward / Inward Tracked Sort areas	03/08/2020	
Quality Business Confirmation of Alpha Numeric Selections / Monitoring of Tracked Performance in place	03/08/2020	
Front Line Staff Briefed 1 week prior to deployment (All Shifts including Weekends)	03/08/2020	
Heads of Performance Excellence / PIM / Project Team Final Check & Go	03/08/2020	
Go Live	10/08/2020	Go Live
Early Life support call(s)	10/08/2020	
Early Life support call(s) as required	17/08/2020	Deployment +1 week
Early Life support call(s) as required	24/08/2020	Deployment +2 weeks
Confirmation PPT Benefits signed off by Finance Business Partner	31/08/2020	Deployment +3 weeks
Early Life support call(s)	31/08/2020	