

Responsibility	Process Task	Date Check
Contracting Authority	Contact Cabinet Office to register interest in a contract amendment, which may involve a prospective Admitted Body	26 weeks prior
Cabinet Office	Issue application form (along with template Admission Agreement and Guidance) to Contracting Authority and notify MyCSP of a potential new admission	25 weeks prior
Prospective Admitted Body	Provide Contracting Authority with prospective Admitted Body information for inclusion in New fair Deal (NFD) application form	23 weeks prior
Contracting Authority	Complete application form and submit to Cabinet Office	20 weeks prior
Cabinet Office	Receive completed application form and forward a copy to MyCSP	20 weeks prior
MyCSP	Add potential Admitted Body to the admissions pipeline and update the business internally of a potential new admission	20 weeks prior
MyCSP	Issue introduction email and Readiness Checklist to prospective Admitted Body and Contracting Authority	18 weeks prior
MyCSP	Arrange Introduction meeting with all parties	17 weeks prior
Cabinet Office	Attend Introduction meeting (see Agendas worksheet)	14 weeks prior
Contracting Authority	Attend Introduction meeting (see Agendas worksheet)	14 weeks prior
MyCSP	Attend Introduction meeting (see Agendas worksheet)	14 weeks prior
Prospective Admitted Body	Attend Introduction meeting (see Agendas worksheet)	14 weeks prior
MyCSP	Circulate notes and action points following Introduction meeting to all attendees and internal interested parties / Arrange Pre Go-live meeting and Technical call	13 weeks prior
Cabinet Office	Issue contribution information and banking details to prospective Admitted Body	12 weeks prior

MyCSP	Generate Employer and Paypoint codes (required for employer set up within the MyCSP systems)	12 weeks prior
MyCSP	Set up MyWork (MyCSP document imaging & workflow system)	11 weeks prior
Contracting Authority	Start work wth Prospective Admitted Body to complete Admission Agreement template	10 weeks prior
Prospective Admitted Body	Start work wth Contracting Authority to complete Admission Agreement template	10 weeks prior
Contracting Authority	Provide full member and pension payroll information (ie details of schemes, pensionable allowances, contributions/AVCs, etc) to prospective Admitted Body	4 weeks prior
Prospective Admitted Body	Following receipt of member and pension payroll information from Contracting Authority, adapt payroll system to include appropriate allowances and deductions and commence development of interface	4 weeks prior
Contracting Authority	Run final payroll ensuring that service, allowances etc are closed off appropriately for reporting on the final interface to MyCSP	3 weeks prior
Prospective Admitted Body	Provide draft list to MyCSP (agreed with Contracting Authority) of intended transferring members and details of any members or cases to keep in view	3 weeks prior
Prospective Admitted Body	Sign Admission Agreement and forward to Contracting Authority	3 weeks prior
Cabinet Office	Attend Pre Go-live meeting (see Agendas worksheet)	3 weeks prior
Prospective Admitted Body	Attend Pre Go-live meeting (see Agendas worksheet)	3 weeks prior
Contracting Authority	Attend Pre Go-live meeting (see Agendas worksheet)	3 weeks prior
MyCSP	Attend Pre Go-live meeting (see Agendas worksheet)	3 weeks prior

MyCSP	Circulate notes and action points following Pre Go-live meeting to all attendees and internal interested parties / Arrange Post Go-live meeting	2 weeks prior
Contracting Authority	Sign Admission Agreement and forward to Cabinet Office	2 weeks prior
Prospective Admitted Body	Attend Interface Development call (see Agendas worksheet)	2 weeks prior
Contracting Authority	Attend Interface Development call (see Agendas worksheet) - optional	2 weeks prior
MyCSP	Attend Interface Development call (see Agendas worksheet)	2 weeks prior
Cabinet Office	Arrange signature on the Admission Agreement and returned signed copies to the Contracting Authority and forward Schedule of Members to MyCSP	1 week prior
Contracting Authority	Service End Date	
Admitted Body	Go Live	
Cabinet Office	Issue Employer Obligations letters to Contracting Authority and Admitted Body and notify third parties of the admission	2 weeks post
Admitted Body	Run 1st Live payroll	3 weeks post
Admitted Body	Attend Post Go-live meeting (see Agendas worksheet)	4 weeks post
Contracting Authority	Attend Post Go-live meeting (see Agendas worksheet)	4 weeks post
Cabinet Office	Attend Post Go-live meeting (see Agendas worksheet)	4 weeks post
MyCSP	Attend Post Go-live meeting (see Agendas worksheet)	4 weeks post

MyCSP	Circulate notes and action points following Post Go-live meeting to all attendees and internal interested parties / Arrange Project Closure & Handover meeting	5 weeks post
Admitted Body	Produce and issue 1st live interface file to MyCSP	6 weeks post
MyCSP	Receive 1st live interface, reconcile members from Admission Agreement, complete format test and pass to Systems	7 weeks post
MyCSP	Issue queries on live interface	8 weeks post
Admitted Body	Receive queries on the initial interface, revise file and re-submit	10 weeks post
Admitted Body	Produce and issue 2nd live interface file to MyCSP	10 weeks post
Admitted Body	Produce and issue 3rd live interface file to MyCSP	15 weeks post
Admitted Body	Attend Project Closure & Handover meeting (see Agendas worksheet)	16 weeks post
Contracting Authority	Attend Project Closure & Handover meeting (see Agendas worksheet)	16 weeks post
Cabinet Office	Attend Project Closure & Handover meeting (see Agendas worksheet)	16 weeks post
MyCSP	Attend Project Closure & Handover meeting (see Agendas worksheet)	16 weeks post
MyCSP	Raise on boarding invoice and issue to Admitted Body	17 weeks post
Admitted Body	Pay on boarding charge to MyCSP	20 weeks post