

Annex 2: Project Plan	Date																							
	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22		
Part A - feasibility study																								
Grant Award																								
Notification of Grant award from Defra																								
Feasibility study																								
Feasibility study procurement (CYC)																								
Project Inception (CYC/supplier)																								
Baseline data collected																								
Literature review																								
Review of baseline data																								
Identify solution(s) for low emission first/last mile delivery, including location(s) and options to ensure light goods would be intercepted. Planning permissions identified.																								
Review opportunities for transport mode of first/last mile delivery																								
Pilot project (part B) acting as 'live lab' to feed into feasibility study																								
Feasibility study - final report																								
Review of actions to take forward from feasibility study																								
Emissions modelling																								
Undertake emissions modelling to assess impact of reducing vehicles, including air quality dispersion modelling																								
Evaluation																								
Emissions quantification																								
Project Management (Project board)																								
Progress reporting					QR			QR				QR					QR							

Monitoring and evaluation					PR			PR			PR			PR			PR						
Sharing learning																							
Project closure and arrangements for benefits management																							
	Date																						
	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	
Part B - pilot project																							
Pilot project development of ideas; feasibility study (part A) outputs to feed in																							
Pilot project procurement (CYC)																							
Project delivery																							
Pilot project live																							
Evaluation and case study generation																							
Feedback from businesses and delivery operators																							
Emissions analysis																							
Case study production																							
Project Management (Project board)																							
Progress reporting					QR			QR			QR			QR			QR			QR			
Monitoring and evaluation					PR			PR			PR			PR			PR			PR			

QR = Quarterly report PR = Progress Review