

**SCHEDULE 1  
MILESTONES FOR PROJECT DELIVERY AND PAYMENTS**

S/N	MILESTONE TO BE ACHIEVED BEFORE PAYMENT	JOB DONE (%)	PAYMENT (%)	Cumulative PAYMENT (%)	Payment Documentation Required (In addition to Invoice)
1	<u>Advance on total sum on Contract Award.</u>	Acceptance of award and provision of 1% PG	15%	15%	Contract; 15% APG + 1% Performance Guarantee
2	<u>Project Commencement &amp; Change Management</u>  Completion of Initial Workshop/Project Definition Workshop a. Determine organizational structure b. Determine required staff skills c. Determine the needed training  d. Approval of Project Documents: SOW/SOR, Project Charter, Functional Specification Template, WBS, AI, Project Communication Plan, Forms /Registers (Change, Stakeholders, Risk etc.), Acceptance Criteria	10%	5%	20%	Minutes of Meeting  Minutes of Meeting  Minutes of Meeting  Minutes of Meeting  Project Initialisation Report
3	<u>Pilot Deliveries</u>  · Commencement of training  Commencement of Change Management Process with FIRS, JTB & SBIR:  · Delivery of Servers & Software at FIRS, JTB for All Location  · Delivery of Biometric equipment for All Locations  · Delivery of current generic off the shelf version of SIGTAS UTIN	55%	35%	55%	Confirm Training Schedule & Delegates; Activity Reports on Commencement of First Training; Approved Change Management Plan; Activity Reports for Commence of CM Delivery Notes for Hardware/Software  Delivery Notes for Hardware/Software  Delivery Notes for Hardware/Software

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	registration application for All Locations				
4	<u>Pilot Implementation</u> <ul style="list-style-type: none"> <li>· Establishment of Data Centers at JTB &amp; Infrastructure for Pilot States</li> <li>· Delivery of Standard Operating Procedure (SOP) in JTB member States board of Internal Revenue and FIRS</li> <li>· Integration of Pilot locations</li> </ul>	65%	10%	65%	Milestone Completion Certificates Approved SOP  Pilot UAT Endorsement
5	<u>Pilot GoLive</u>  Delivery of first batch of 500,000 units of 8KB chip cards <ul style="list-style-type: none"> <li>· Commencement of Live registration at Pilot locations</li> <li>· Completion and commissioning of Pilot locations.</li> </ul>	75%	5%	70%	Delivery Notes for cards  Live Registration Report Per SBIR plus System Generated Reports This Activity is NOT measurable. Can never complete
6	<u>Full Rollout Deliveries</u>  <ul style="list-style-type: none"> <li>· Delivery of DR Data Centre Equipment</li> <li>· Delivery of CMC equipment and software at JTB main data centre</li> </ul>	80%	5%	75%	Delivery Notes for Hardware/Software Delivery Notes for Hardware/Software
	<u>Full Rollout Implementation</u> <ul style="list-style-type: none"> <li>· Completion of Disaster Recovery site at Lagos</li> <li>· Completion of CMC</li> <li>· Completion of installation and configuration of all other hardware's &amp; software</li> </ul>	90%	10%	85%	Milestone Completion Certificate Milestone Completion Certificate Milestone Completion Certificate (Subject to Definition in SOW)

	· Integration of the entire locations				Full RollOut UAT Endorsement
8	<u>Full Rollout GoLive</u> Delivery of balance of 5 million units of 8KB Chip cards · Commencement of Live UTIN registration nationwide (Atleast 90% of 36 SBIRs)	95%	5%	90%	Delivery Notes for cards Live Registration Report Per SBIR plus System Generated Reports
9	<u>Other Services</u> · Completion of all training in the training plan · Completion of Change Management Services · Completion of Required Project Documentation (AS Defined In PID) documentation & Support · Commencement of Post Implementation Support	100%	5%	95%	Training Report plus Gap Recommendations Change Management Reports plus Gap Recommendations Call Ticket Report for at least 1 month Post Rollout UAT
10	<u>Retention</u>	100%	5% for Six Month	100%	Project Completion Certificate