# LIST 1: Planning timeline

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| Completed | Meeting | Details | Notes |
|  | Blueprint | Lead:  Meeting date:  Participants:  Agenda items: |  |
|  | Departments and individuals | Lead:  Meeting date:  Participants:  Agenda items: |  |
|  | Budget and requirements | Lead:  Meeting date:  Participants:  Agenda items: |  |
|  | Launch plan | Lead:  Meeting date:  Participants:  Agenda items: |  |
|  | Tracking and assessment | Lead:  Meeting date:  Participants:  Agenda items: |  |