

# Tutorial Outline

Time	Topic	Who	Duration
13:30 – 13:40	Introduction: The presenters & Outline of the tutorial	Ingrid	10 mins
13:40 – 14:30	Requirements capture, market surveys, process, RFP documents	Ingrid	50 mins
14:30 – 15:00	Benchmarking, bid evaluation, scoring and selection	Andrew	30 mins
<b>15:00 – 15:30</b>	<b>BREAK (and questions to tutors)</b>		<b>30 mins</b>
15:30 – 16:20	Commissioning & Acceptance	Owen	50 mins
16:20 – 16:50	Announcement, User Planning, Security, Into Service	Andrew	30 mins
16:50 – 17:00	Summary, Key Lessons, Discussion, Questions	Andrew	10 mins