

Contractual Milestones

The Milestones establish dates for key deliverables for the Host Society. The Host Society shall submit the documents/complete the deliverables as per these milestones, or as otherwise agreed to from time to time with NAIG Council.

The status of the milestones shall be reported on a quarterly basis as part of the NAIG Council Status Reports as set out in NAIG Hosting Standard 102-A.

Additional milestones may be found in the Planning Framework, but these represent the key dates and timing of NAIG Council contractual milestones.

Revision 4 – Contractual Milestones by Date and Functional Area following the hosting standards document.

CONTRACTUAL MILESTONES- By Date

FUNCTIONAL AREA	Milestone	MILESTONES	Months Prior To Games or Timeline
101-CEO	101-M2	Hosting Agreement	* 12 months from Award of Games
101-CEO	101-M1	Establishment of Host Society	* 6 months from Award of Games
151-Financial Services	151-M1	Business Plan Rev 1	30
151-Financial Services	151-M2	CGL Policy in Place	30
151-Financial Services	151-M3	Multi Party Agreements	30
451- Communications and Awareness	451-M1	Creation of Logo and Look	24-36
451- Communications and Awareness	451-M2	Creation of Public Website	24-36
101-CEO	101-M3	Sponsorship Plan	24-30
451- Communications and Awareness	451-M3	Community Promotion Plan	20-24
300-Operations	300-M1	Initiate "room bookings"	18-24
451- Communications and Awareness	451-M4	Licensing and Merchandising Plan	16-20
151-Financial Services	151-M5	Updated Business Plan	18
151-Financial Services	151-M4	Risk Management Plan	14-16
104-Mission Services	104-M1	M1- Chef de Mission Meetings	18
103-Medical	103-M1	Medical Plan	M1
251-Sports	251-M12	Sport Delivery Plan Rev 1	M1
251-Sports	251-M4	Sports Schedule-Level 1	M1
251-Sports	251-M8	Sport Registration Plan Rev 1	M1
300-Operations	300-M2	Preliminary Accommodation Plan	M1
300-Operations	300-M3	Villages Plan Rev 1	M1

300-Operations	300-M6	Food Services Plan Rev 1	M1
301-Venue Operations	301-M1	Venues Plan Rev1	M1
251-Sports	251-M1	Venues Plan-Rev1	M1
151-Financial Services	151-M6	Legacy Plan	12-16
401- Volunteer	401-M1	Volunteer Org Chart and Needs Listings	12-14
401- Volunteer	401-M2	Volunteer Recruitment Plan	12-14
201-Technology	201-M1	Implement Participant Registration System	10-12
251-Sports	251-M10	Implement Registration by Number	10-12
151-Financial Services	151-M7	Updated Business Plan	12
104-Mission Services	104-M2	M2- Chef de Mission Meetings	8
103-Medical	103-M2	Medical Plan REv2	M2
251-Sports	251-M13	Sport Delivery Plan Rev 2	M2
251-Sports	251-M15	Results Plan Rev 1	M2
251-Sports	251-M5	Sports Schedule-Level 2	M2
251-Sports	251-M9	Sport Registration Plan Rev 2	M2
300-Operations	300-M10	Preliminary Transport Plan	M2
300-Operations	300-M11	Preliminary Accreditation Plan	M2
300-Operations	300-M14	Motor Pool Plan Rev 1	M2
300-Operations	300-M4	Village Plan Rev 2	M2
300-Operations	300-M5	Villages Plan Final	M2
300-Operations	300-M7	Food Services Plan Rev 2	M2
300-Operations	300-M9	Accommodation Plan and Team Allocations	M2
301-Venue Operations	301-M2	Venues Plan Rev 2	M2
551- Ceremonies and Culture	551-M2	Preliminary Ceremonies Plan	M2
251-Sports	251-M2	Venues Plan- Rev2	M2
300-Operations	300-M12	Shuttle Bus Plan	M2
151-Financial Services	151-M8	Updated Business Plan	6

301-Venue Operations	301-M3	Venue Operations Agreements	04-10
201-Technology	201-M2	Select and Contract Accreditation System	06-08
301-Venue Operations	301-M4	Venue Overlay Plan	06-08
301-Venue Operations	301-M5	Signage and Pageantry Plan	06-08
300-Operations	300-M16	Engage Accreditation System Provider	04-08
251-Sports	251-M11	Implement Registration by Name	04-06
551- Ceremonies and Culture	551-M1	Medal Design	04-06
251-Sports	251-M19	Mission Staff Meeting-M3	2
103-Medical	103-M3	Medical Plan Final	M3
251-Sports	251-M14	Sport Delivery Plan Rev3	M3
251-Sports	251-M16	Results Plan Rev 2	M3
251-Sports	251-M20	Medal Ceremonies/Celebration Plan	M3
300-Operations	300-M13	Shuttle Bus Plan	M3
300-Operations	300-M15	Motor Pool Plan Final	M3
300-Operations	300-M17	Arrival and Departure Plan	M3
300-Operations	300-M18	Parking Plan	M3
300-Operations	300-M19	Security Plan	M3
300-Operations	300-M20	Final Transport Plan	M3
300-Operations	300-M21	Final Accreditation Plan	M3
300-Operations	300-M8	Food Services Plan Final	M3
301-Venue Operations	301-M6	Final Venue Plan- complete with Operating Hours	M3
551- Ceremonies and Culture	551-M3	Final Ceremonies Plan	M3
551- Ceremonies and Culture	551-M4	Medal Ceremonies Plan	M3
251-Sports	251-M3	Venues Plan - Rev3	M3
251-Sports	251-M6	Sports Schedule-Level 3	M3
151-Financial Services	151-M9	Disaster Recovery Plan	2-3
104-Mission Services	104-M3	M3- Chef de Mission Meetings	2
151-Financial Services	151-M10	Updated Business Plan	2
251-Sports	251-M7	Sports Schedule-Level 4	1

CONTRACTUAL MILESTONES-By Functional Area

FUNCTIONAL AREA	Milestone	MILESTONES	Months Prior To Games or Timeline
101-CEO	101-M1	Establishment of Host Society	* 6 months from Award of Games * 12 months from Award of Games
101-CEO	101-M2	Hosting Agreement	Games
101-CEO	101-M3	Sponsorship Plan	24-30
103-Medical	103-M1	Medical Plan	M1
103-Medical	103-M2	Medical Plan REv2	M2
103-Medical	103-M3	Medical Plan Final	M3
104-Mission Services	104-M1	M1- Chef de Mission Meetings	18
104-Mission Services	104-M2	M2- Chef de Mission Meetings	8
104-Mission Services	104-M3	M3- Chef de Mission Meetings	2
151-Financial Services	151-M1	Business Plan Rev 1	30
151-Financial Services	151-M10	Updated Business Plan	2
151-Financial Services	151-M2	CGL Policy in Place	30
151-Financial Services	151-M3	Multi Party Agreements	30
151-Financial Services	151-M4	Risk Management Plan	14-16
151-Financial Services	151-M5	Updated Business Plan	18
151-Financial Services	151-M6	Legacy Plan	12-16
151-Financial Services	151-M7	Updated Business Plan	12
151-Financial Services	151-M8	Updated Business Plan	6
151-Financial Services	151-M9	Disaster Recovery Plan	2-3
201-Technology	201-M1	Implement Participant Registration System	10-12
201-Technology	201-M2	Select and Contract Accreditation System	06-08
251-Sports	251-M1	Venues Plan-Rev1	M1
251-Sports	251-M10	Implement Registration by Number	10-12
251-Sports	251-M11	Implement Registration by Name	04-06

251-Sports	251-M12	Sport Delivery Plan Rev 1	M1
251-Sports	251-M13	Sport Delivery Plan Rev 2	M2
251-Sports	251-M14	Sport Delivery Plan Rev3	M3
251-Sports	251-M15	Results Plan Rev 1	M2
251-Sports	251-M16	Results Plan Rev 2	M3
251-Sports	251-M19	Mission Staff Meeting-M3	2
251-Sports	251-M2	Venues Plan- Rev2	M2
251-Sports	251-M20	Medal Ceremonies/Celebration Plan	M3
251-Sports	251-M3	Venues Plan - Rev3	M3
251-Sports	251-M4	Sports Schedule-Level 1	M1
251-Sports	251-M5	Sports Schedule-Level 2	M2
251-Sports	251-M6	Sports Schedule-Level 3	M3
251-Sports	251-M7	Sports Schedule-Level 4	1
251-Sports	251-M8	Sport Registration Plan Rev 1	M1
251-Sports	251-M9	Sport Registration Plan Rev 2	M2
300-Operations	300-M1	Initiate "room bookings"	18-24
300-Operations	300-M10	Preliminary Transport Plan	M2
300-Operations	300-M11	Preliminary Accreditation Plan	M2
300-Operations	300-M12	Shuttle Bus Plan	M2
300-Operations	300-M13	Shuttle Bus Plan	M3
300-Operations	300-M14	Motor Pool Plan Rev 1	M2
300-Operations	300-M15	Motor Pool Plan Final	M3
300-Operations	300-M16	Engage Accreditation System Provider	04-08
300-Operations	300-M17	Arrival and Departure Plan	M3
300-Operations	300-M18	Parking Plan	M3
300-Operations	300-M19	Security Plan	M3
300-Operations	300-M2	Preliminary Accommodation Plan	M1
300-Operations	300-M20	Final Transport Plan	M3
300-Operations	300-M21	Final Accreditation Plan	M3
300-Operations	300-M3	Villages Plan Rev 1	M1
300-Operations	300-M4	Village Plan Rev 2	M2

300-Operations	300-M5	Villages Plan Final	M2
300-Operations	300-M6	Food Services Plan Rev 1	M1
300-Operations	300-M7	Food Services Plan Rev 2	M2
300-Operations	300-M8	Food Services Plan Final	M3
300-Operations	300-M9	Accommodation Plan and Team Allocations	M2
301-Venue Operations	301-M1	Venues Plan Rev1	M1
301-Venue Operations	301-M2	Venues Plan Rev 2	M2
301-Venue Operations	301-M3	Venue Operations Agreements	04-10
301-Venue Operations	301-M4	Venue Overlay Plan	06-08
301-Venue Operations	301-M5	Signage and Pageantry Plan	06-08
301-Venue Operations	301-M6	Final Venue Plan- complete with Operating Hours	M3
401- Volunteer	401-M1	Volunteer Org Chart and Needs Listings	12-14
401- Volunteer	401-M2	Volunteer Recruitment Plan	12-14
451- Communications and Awareness	451-M1	Creation of Logo and Look	24-36
451- Communications and Awareness	451-M2	Creation of Public Website	24-36
451- Communications and Awareness	451-M3	Community Promotion Plan	20-24
451- Communications and Awareness	451-M4	Licensing and Merchandising Plan	16-20
551- Ceremonies and Culture	551-M1	Medal Design	04-06
551- Ceremonies and Culture	551-M2	Preliminary Ceremonies Plan	M2
551- Ceremonies and Culture	551-M3	Final Ceremonies Plan	M3
551- Ceremonies and Culture	551-M4	Medal Ceremonies Plan	M3