Compliance action plan — 4 milestones

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158 hours over fifteen months, owners and expected evidence · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. Effort figures, owners and deadlines are invented. **No write is made in any real system.** Effort is expressed **in hours**, converted on the statutory basis of a **35-hour week**; no monetary amount appears in this document.

The four milestones

Milestone	Subject	Internal deadline	Effort	Owner	Evidence expected
1	**Information notice on the customer service assistant and warranty claim triage**	**30/09/2026**	**6 h**	Customer service manager	**Dated screenshot + configuration version**

Milestone	Subject	Internal deadline	Effort	Owner	Evidence expected
2	Contracts: 3 clauses at renewal, 4 amendments	31/03/2027	22 h	Procurement	Signed amendments + clause approved by counsel
3	Literacy: 43 people remaining, one module to write	30/06/2027	34 h	Group HR	Attendance sheets + dated, versioned course material
4	File for the Annex III point 4 systems	30/09/2027	**96 h**	Group compliance manager, with the two business owners	Complete file, reviewed and dated, per system

What the total represents, and on what basis it is converted

Quantity	Value	Conversion basis
Total effort of the plan	**158 hours**	Sum of the four milestones — the reference figure
Equivalent in weeks	**more than four weeks**	35 hours per week, rounded down
Spread	fifteen months	From 30/09/2026 to 30/09/2027
Effort in the busiest quarter	**34 hours**	Second quarter 2027 — milestone 3

The move of the calendar to 2 December 2027 is what makes that spread possible. On the earlier date, milestone 4 — the heaviest of the four with its 96 hours — fell in the same quarter as milestone 2. **That is a real, quantified gain, and it comes**

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from a text that, on the face of it, merely postponed a deadline.

Dependencies and arbitration points

Milestone	Depends on	What is left to the committee
1	Nothing — it closes on its own	Nothing: it is under way
2	Approval of the clause by group counsel	**Accepting or refusing a move beyond March 2027**
3	Writing the training module	Arbitrating priority between milestone 3 and milestone 4
4	Availability of the two business owners	Approving the 96-hour effort, or allocating it differently

The plan is written, costed, allocated and dated; what is missing is the arbitration — not the work. The compliance committee of 15 September 2026 has everything it needs to decide in one sitting: the effort figures, the dependencies, the owners, the evidence expected and the two deferral options. **The decision carries the committee's name, its date and its reason**, and it enters the evidence file.

Plan arbitrated in the sitting of _____ · chair _____ · decision _____

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