

		Business Development					
Key Dates		Transmission & Technical Operations	Radio Stations	Internal Stakeholders	External Communications	Regulatory & Legal	Finance & Administration
Day 0	Award of licence.						
Days 1-9		Assemble contractor logistics.	Notify all provisional radio stations.	Notify all advisors, partners and affiliates.	Arrange local and industry PR following award of licence. Update social media and website.	Agree contracts with technical suppliers, and with Leeds City Council for transmitter site rental.	Finalise VAT registration and insurance.
Days 10-29		Firm up all contractor and supplier delivery dates.		Meet with advisors, partners and affiliates.		Agree contracts with all provisional radio stations. Finalise Company Policies for Health & Safety, Data Protection, Equality & Diversity and Safeguarding.	Issue purchase orders for technical equipment.
Days 30-39		Agree site dates and conditions.	Collate provisional radio station contracts.	Meet with advisors, partners and affiliates.	Advertise for other radio stations, should there be reserved or unreserved carriage capacity.		
Days 40-49		Track and revise (where appropriate) technical contractors' progress.	Collate radio station contracts for additional radio stations, should there be reserved or unreserved carriage capacity.	Meet with advisors, partners and affiliates.	Publicise partner radio stations through local and industry press along with TMD website and social media.	Agree contracts with additional radio stations, should carriage space be available.	
Days 50-59		Track and revise (where appropriate) technical contractors' progress.		Meet with advisors, partners and affiliates.	Publicise partner radio stations through local and industry press along with TMD website and social media.	Agree contracts with additional radio stations, should carriage space be available.	
Days 60-60		Track and revise (where appropriate) technical contractors' progress.		Meet with advisors, partners and affiliates.	Publicise partner radio stations through local and industry press along with TMD website and social media.		
Days 70-79		Confirm launch date.	Confirm launch date with radio stations.	Meet with advisors, partners and affiliates.	Advice Ofcom of launch date. Make arrangements for PR with local and industry press.		
Days 80-89	Test transmissions.		Liaise with radio stations to ensure smooth running of test transmissions.	Meet with advisors, partners and affiliates.			
Days 90-99	Test transmissions.		Liaise with radio stations to ensure smooth running of test transmissions.	Meet with advisors, partners and affiliates.	Go live with local and industry press.		
Day 100	Launch.						