14. Rollout Schedule

365 days to launch an incubator…

<table>
<thead>
<tr>
<th>Time (days)</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Market review, stakeholder meetings &amp; interviews</td>
</tr>
<tr>
<td>15</td>
<td>Initial Feasibility Study</td>
</tr>
<tr>
<td>20</td>
<td>Meeting with potential partners &amp; investors – decision to proceed</td>
</tr>
</tbody>
</table>

**Build excitement, identify supporters, investors, managers – refine the idea, understand the market**

<table>
<thead>
<tr>
<th>Time (days)</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Full business Plan &amp; Proposed Financials</td>
</tr>
<tr>
<td>60</td>
<td>Stakeholder meeting – decision to proceed</td>
</tr>
<tr>
<td>80</td>
<td>Bridge loan secured, operations begin</td>
</tr>
</tbody>
</table>

**Get your numbers perfect and build a defensible and insightful business proposition**

<table>
<thead>
<tr>
<th>Time (days)</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90</td>
<td>Rollout Manager &amp; team hired</td>
</tr>
<tr>
<td>90</td>
<td>Registration of new company</td>
</tr>
<tr>
<td>90</td>
<td>Project office opened</td>
</tr>
<tr>
<td>110</td>
<td>Architectural revisions completed</td>
</tr>
<tr>
<td>120</td>
<td>Bill of quantities finalized</td>
</tr>
<tr>
<td>140</td>
<td>Financing secured</td>
</tr>
</tbody>
</table>

**Finalize the concept, secure the funding, identify the early team**

<table>
<thead>
<tr>
<th>Time (days)</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>160</td>
<td>Site demolition, clearing, securing begins</td>
</tr>
<tr>
<td>180</td>
<td>Construction begins</td>
</tr>
<tr>
<td>200</td>
<td>Hiring of key personnel</td>
</tr>
<tr>
<td>200</td>
<td>Accountant hired</td>
</tr>
<tr>
<td>250</td>
<td>Anchor Tenancies secured</td>
</tr>
<tr>
<td>260</td>
<td>Managing Director, Programs &amp; Marketing manager hired</td>
</tr>
<tr>
<td>280</td>
<td>Civil works completed</td>
</tr>
<tr>
<td>290</td>
<td>shop tenancies secured (if appropriate)</td>
</tr>
<tr>
<td>320</td>
<td>Furnishing &amp; fittings</td>
</tr>
<tr>
<td>320</td>
<td>Marketing campaign begins</td>
</tr>
<tr>
<td>320</td>
<td>Incubation strategy &amp; alliances secured</td>
</tr>
<tr>
<td>340</td>
<td>Network &amp; Electricals installation</td>
</tr>
<tr>
<td>340</td>
<td>Remaining management team hired</td>
</tr>
<tr>
<td>340</td>
<td>Electricity &amp; Water connected</td>
</tr>
</tbody>
</table>

**Manage the process; think dependencies; refine the layouts; build awareness & partnerships**

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<th>Time (days)</th>
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<tbody>
<tr>
<td>350</td>
<td>Management team offices open</td>
</tr>
<tr>
<td>360</td>
<td>Shops &amp; offices fitted</td>
</tr>
<tr>
<td>360</td>
<td>NOC &amp; servers operational &amp; Internet Fibre connected</td>
</tr>
<tr>
<td>360</td>
<td>External signage completed</td>
</tr>
<tr>
<td>365</td>
<td>Opening Ceremony</td>
</tr>
<tr>
<td>365</td>
<td>Target Industry showcase, awards &amp; Job Fair</td>
</tr>
</tbody>
</table>
A rollout manager with team should be hired quickly to oversee the construction, project, strategic alliances and hiring of key personnel. This team may become the permanent team based on performance. But this team will focus on logistics and construction/hr experience and will possess excellent project management skills. They will guide and accelerate the schedule while time is taken to find the key managers and personnel.