

G-CLOUD 14

SERVICE DEFINITION DOCUMENT

PROJECT MANAGEMENT



CAJA

CAJA LTD



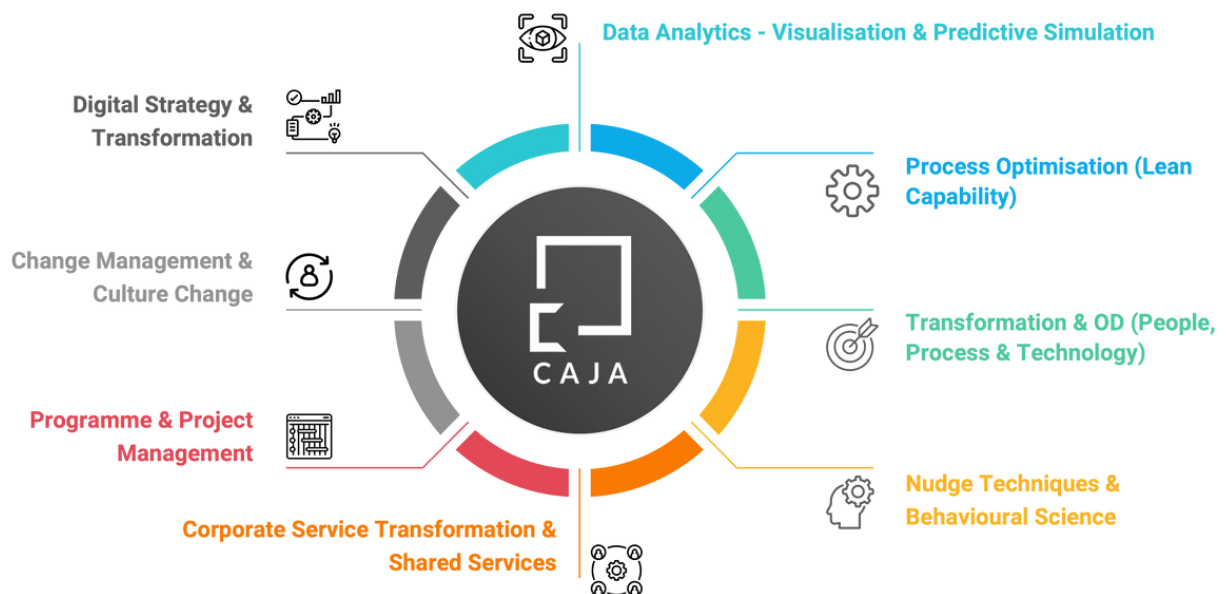
IC5, Innovation Way,
Keele Science Park,
Keele, Staffordshire, ST5
5NT

01782 443 020
admin@cajagroup.com
www.cajagroup.com

What We Are and What We Do

Caja is an innovative business transformation consultancy, located on Keele University Science Park. With a profound focus on organisational optimisation, (strategy, Process, Technology & People) business & digital change, for successful evidenced based outcomes, our expertise is underpinned by robust governance and programme management, data & behavioural science, challenge, knowledge sharing, and transfer.

WHO ARE
CAJA



Our collaborative approach begins with a deep understanding of your vision and goals, delving into the intricacies of your environment and organisation, and ensuring that there is a shared understanding of your strategic priorities.

Our experienced senior resources are leaders in their respective fields, pooling a breadth and depth of knowledge and experience from across the private and public sectors. Our directors, all of whom have previously held senior roles in large global professional services, outsourcing and transformation businesses, manage the Caja community and are dedicated to ensuring that all our clients receive consistent high-quality outcomes, underpinned by robust quality assurance frameworks.



Vision

Our vision is to be the industry leader in business transformation, continually setting benchmarks for innovation and excellence in service, impacting a broad spectrum of industries including public, private, health, and education sectors.



Mission

Caja is committed to driving sustainable transformation and solving complex problems through innovative, tailored solutions that combine people-led processes and advanced technology, enhancing business success across diverse sectors.

Caja leverages the expertise of over 140 business consultants across various industries to offer a robust alternative in the market, driving real and sustainable change.

Our entrepreneurial spirit fosters strategic technology partnerships in areas like digital transformation, AI, robotics, and cybersecurity.

Our team's vast experience spans local and central government, the charitable sector, and private industries, aligning organisational capabilities with strategic visions.



OUR EXPERIENCE

At Caja, we pride ourselves on crafting tailored solutions that drive success and innovation. The following case studies are a testament to our strategic approach, showcasing the significant impacts we have achieved in partnership with our clients. Each example highlights our commitment to transformative solutions and the real, measurable benefits our clients have experienced.



**Behavioural Science
in Primary Care**



**ERP Business Case
Development**

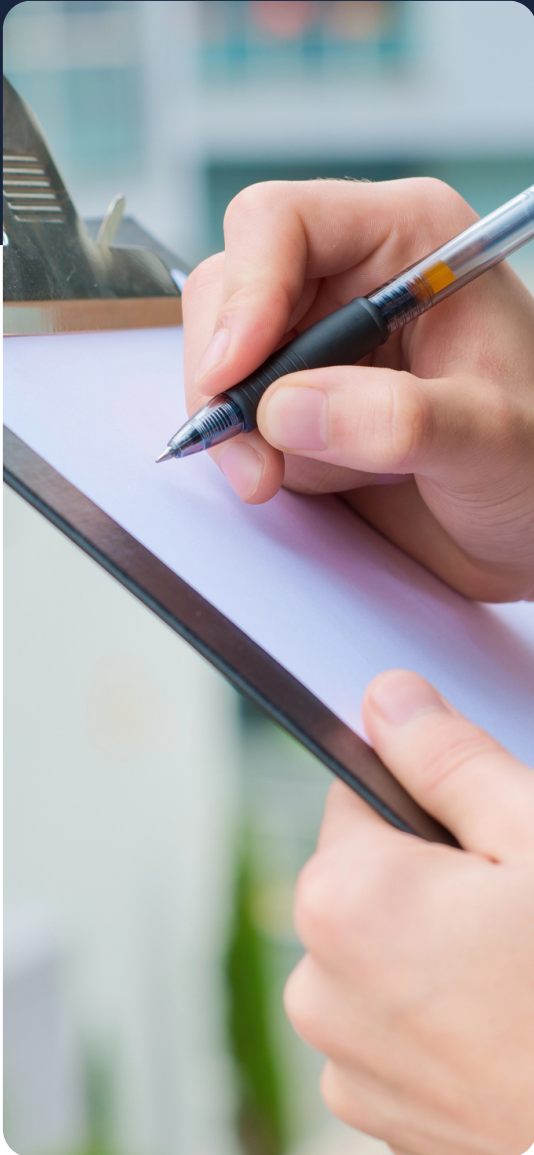


**Adult Social Care
Transformation
Programme**



**Corporate Technology
Programme**

For more information and case studies - please visit <https://www.cajagroup.com/experience/>



PROJECT MANAGEMENT

Caja possesses an extensive range of skills and experience in designing, managing and delivering projects. We offer a variety of project management capabilities to co-work alongside our clients to achieve the delivery of successful outcomes, including strategy development, business case development, change management, planning and mobilisation, governance, project office management, reporting, coaching and mentoring, and benefits realisation.

Our service features experienced and knowledgeable project delivery-focused resources with a strong emphasis on knowledge transfer. We apply a pragmatic and practical approach to best practice project methodologies, offering project

lifecycle services covering design, development, and delivery. We prioritise stakeholder engagement and communication, ensuring visible tracking, active management, and reporting of milestones, deliverables, risks, and issues, with timely appropriate governance, escalation, and decision-making facilitation and assurance. Additionally, we provide standard methodologies, tools, techniques, documentation, and templates, along with knowledge transfer and the development of client staff. Our service also includes coaching and mentoring of key client resources for a sustainable future, utilising Prince2 and Agile resources.

The service benefits are substantial. Clients can expect transparent, focused management of projects, with delivery on time and to budget, accompanied by performance measurement. We ensure appropriate management of scope and change, along with timely management and escalation of risks and issues to keep projects on track. Furthermore, we focus on the development of client teams through knowledge transfer, coaching, and mentoring.

Standards for Consultancy Day Rate Cards

- **Consultant's Working Day** - 8 hours exclusive of travel and lunch
- **Working Week** - Monday to Friday excluding national holidays
- **Office Hours** - 9am to 5pm
- **Travel and Subsistence** - Included in day rate within 30 miles of Caja Ltd Head Office in Keele. Payable at departments standard T&S rates outside this area of travel
- **Mileage** - Payable at department's standard T&S rates
- **Insurance Included** - Professional indemnity, employers liability and public liability included in day rate

OUR PRICING

	FOLLOW	ASSIST	APPLY	ENABLE	ENSURE/ ADVISE	INITIATE/ INFLUENCE	SET STRATEGY/ INSPIRE
Strategy & Architecture	£473	£578	£840	£998	£1,260	£1,575	£1,995
Business Change	£473	£578	£840	£998	£1,260	£1,575	£1,995
Solution Development & Implementation	£473	£578	£840	£998	£1,260	£1,575	£1,995
Service Improvement	£473	£578	£840	£998	£1,260	£1,575	£1,995
Procurement & Management Support	£473	£578	£840	£998	£1,260	£1,575	£1,995
Client Interface	£473	£578	£840	£998	£1,260	£1,575	£1,995

All rates are exclusive of tax and subject to individual discussions with clients. Caja Management team reserves the right to change these rates at any time.



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