

G-CLOUD 14

SERVICE DEFINITION DOCUMENT

PMO (PROGRAMME MANAGEMENT OFFICE) SERVICES



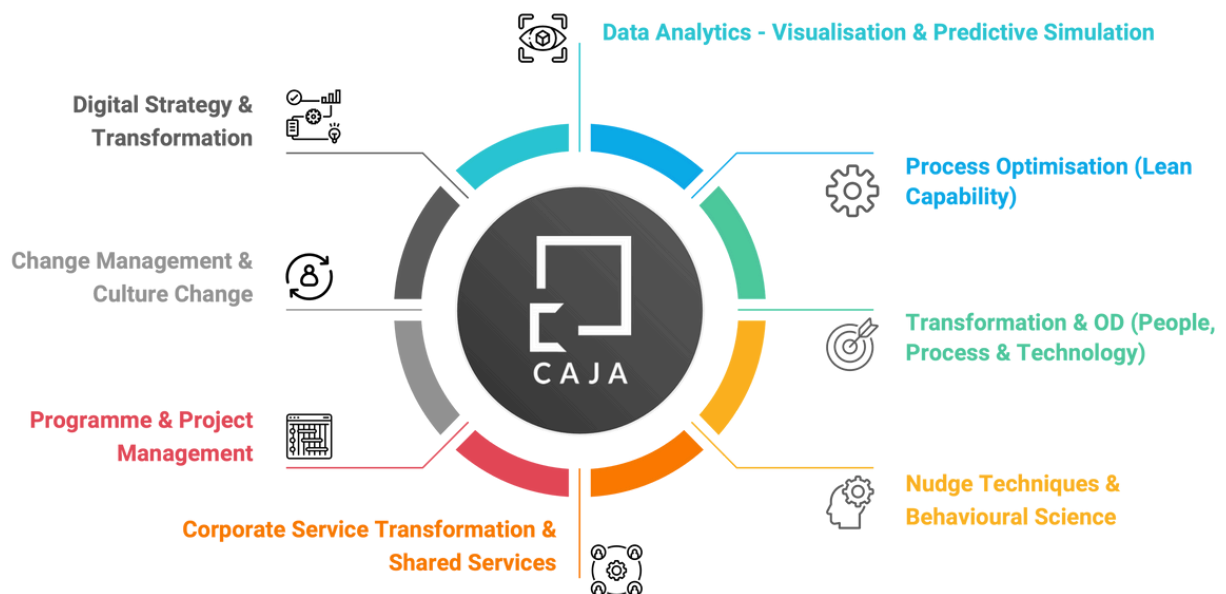
IC5, Innovation Way,
Keele Science Park,
Keele, Staffordshire, ST5
5NT

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**

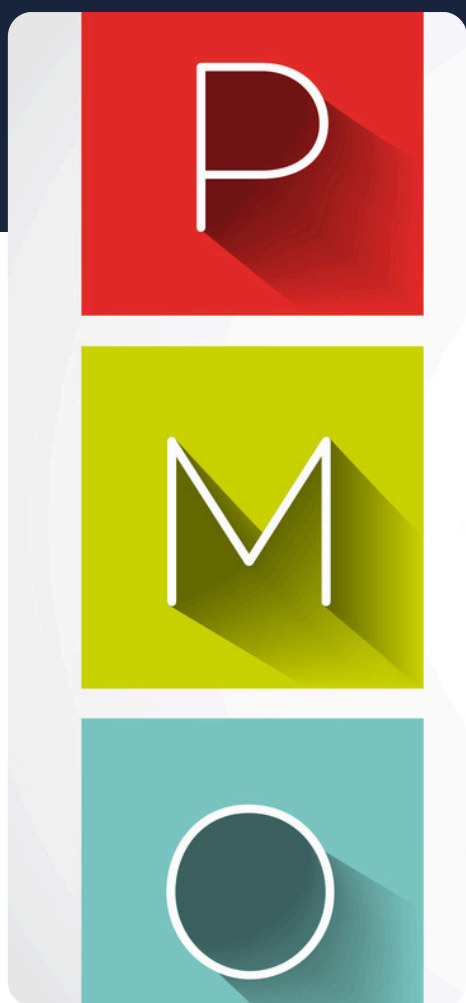


**Adult Social Care
Transformation
Programme**



**Corporate Technology
Programme**

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



PMO (PROGRAMME MANAGEMENT OFFICE) **SERVICES**

Caja have extensive experience in designing, establishing, and delivering Programme Management Office (PMO) capability to support business and cloud-based programmes and projects. We can provide a complete suite of PMO tools, templates, and approaches to oversee your portfolio of work, or engage with you to supplement your current PMO capability.

Our service features include an integrated, technology enabled PMO methodology and approach that ensures seamless alignment with your organisational goals. We provide mobilisation tools, templates, and techniques to facilitate the efficient launch and execution of programmes and projects. Additionally, our expertise

encompasses risk and issue management, governance, and familiarity with methodologies such as Prince2, portfolio management, Agile, and Scrum. We also offer robust reporting and dashboards to provide comprehensive insights into programme and project performance.

The benefits of our PMO capability are manifold. By implementing consistent standards and processes, we ensure that activities are carried out in the right manner across your organisation. Our independent scrutiny and challenge mechanisms guarantee that projects are executed to the highest standards of quality. Moreover, we provide support and coaching to enhance the competence of your workforce in programme and project management practices. Through single, consistent reporting on programmes and projects, we facilitate informed management decision-making and enable the identification and management of cross-cutting risks and issues. Our services also contribute to improving internal accountability and visibility, enhancing the effectiveness and efficiency of change management processes, and ensuring that project expenditures are coordinated and represent value for money.

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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