

Info-Tech Research Group Inc.

G-Cloud 14 IT Cloud Consulting Services Descriptions

DETAILED INFO-TECH IT CLOUD CONSULTING SERVICES DESCRIPTIONS

BUILD A BUSINESS ALIGNED CLOUD STRATEGY

PROJECT SERVICE ID

Cloud Support Consulting Engagement Info-Tech #1

PROJECT EXECUTIVE SUMMARY

Info-Tech will develop a cloud strategy that will clearly communicate to business executives how IT will support the organization's key objectives and initiatives and help make project decisions in a holistic manner that allows for the selection of the most-valuable initiatives to become part of the strategic roadmap.

PROJECT CHARACTERIZATION

This service provides a cloud strategy that is aligned with business requirements and will clearly communicate to business executives how the cloud strategy will support the organization's key objectives and initiatives. It demonstrates how the client will align our resources, efforts, and budget to support their corporate direction. These initiatives identified are the tactics will support the business stakeholders in achieving their goals. These projects will improve our future innovation capabilities and decrease risk by increasing our technology maturity.

The Info-Tech tools and templates will help make project decisions in a holistic manner that allows for the selection of the most-valuable initiatives to become part of the strategic cloud roadmap.

PROJECT REALIZATIONS

- Aligns business and cloud priorities to deliver value sooner
- Identifies Cloud capabilities required to support business needs
- Creates clear communication and expectations for Cloud enabled projects
- Prioritizes projects and reduces effort spent on low value initiatives
- Builds cloud principles that will withstand the test of time
- Develops criteria for evaluation of successful delivery
- Leverages templates and toolkits that have been field tested

PROJECT ENTITLEMENTS

- Strategic Cloud Roadmap
- Prioritization criteria for initiative selection
- Communication material to share the cloud strategy
- Align business goals with Cloud operational plans
- Guiding principles set the boundaries of your strategy

COST

- Info-Tech will charge a firm fixed price of £145,000.00 excl. VAT to include up to (20) hours of interviews and (4) facilitated work sessions over a 6-week period
- Info-Tech will bill for 50% of the fees at contract signing, 50% upon project completion
- All invoices are payable net 30 days from date of invoice

ADDITIONAL PROJECT ENTITELMENTS

- A Microsoft PowerPoint presentation establishing the scope of your cloud strategy by defining IT's mission and vision statements and guiding principles.
- A retrospective of IT's performance helps recognize the current state while highlighting important strategic elements to address going forward.
- A document of the business context that identifies strategic initiatives that are most important to the organization and builds a plan to execute on them
- An evaluation of the foundational elements of IT's operational cloud strategy that will be required to successfully execute on key initiatives.
- A Microsoft PowerPoint presentation documenting the cloud strategy and roadmap

SCOPE DELIVERY METHOD

- Week 0: Project initiation and scheduling
 - Gather documentation, identify key stakeholders and schedule required interviews
- Week 1: Business Context
 - Conduct interviews with stakeholders, review appropriate deliverables and capture findings
 - Conduct working session to validate business context and define mission, vision, and guiding principles
- Week 2 to 3: Initiatives Plan
 - Conduct interviews to identify key cloud initiatives that support the business and drive technology innovation
 - Conduct a working session to consolidate and prioritise the cloud initiatives
 - Document goals cascade and build cloud strategy roadmap as a sun chart or Gantt chart
- Week 4 to 5: Define Operational Cloud Strategy
 - Conduct working sessions to identify metrics and targets per cloud related goal, identify required skills and resource capacity, and identify next steps
- Week 6: Strategy Presentation
 - Presentation of the final cloud strategy document
 - Identification of key initiatives to be launched by customer to adopt the strategy

PROJECT COMPLETION TIMELINE

Info-Tech anticipates completion of this engagement within 6 weeks.

PROJECT EXPECTATIONS

- The client will provide a dedicated resource for the duration of the engagement who will serve as a single point of contact for Info-Tech, to provide Info-Tech team members access to required documentation or project related materials as needed and to be responsible for scheduling meetings and arranging calendars.
- Info-Tech will assign an engagement manager who will be Client's single point of contact. The Info-Tech engagement manager will be responsible for managing the Info-Tech resources, ensuring the quality of Info-Tech's overall delivery and providing weekly written status reports to the Client
- The deliverables created under this SOW as-a-whole are owned by the Client, provided that the Client does not resell them or allow them to be resold. Pre-existing components of the deliverables are owned by Info-Tech.
- Project outputs and deliverables will be based on Info-Tech tools and templates. The Info-Tech tools and templates will be streamlined to ensure effective communication.

- Pricing for this engagement is fixed and based on the workplan and deliverables described in this document. Info-Tech assumes work to be conducted remotely.
- Info-Tech resources will be assigned based on project needs, timing of the project and resources availability. Info-Tech reserves the right to make changes to the project staffing if in the best interest of the Client.
- Pricing is based on a duration of 6 weeks. Significant deviations to the project scope or schedule that are beyond the control of Info-Tech may require a change order.
- Info-Tech reports and deliverables will be reviewed by the Client for quality, relevance, and response to the requirements for this engagement. Modifications as required, up to two review cycles, will be included in this engagement.

POTENTIAL FOR PROJECT AMENDMENTS

The scope of the project is bounded by the description in this document. Requests for amendments to the SOW must be in writing and clearly define the requested changes. Info-Tech will advise the client of any implications to the cost and schedule resulting from the requested changes. Both parties must agree to the changes in writing prior to Info-Tech commencing work. Changes may include:

- Inclusion of deliverables not specifically identified in the SOW
- Changes to schedule due to client participant availability
- Changes requested to deliverables that were previously accepted
- Rework resulting from changes in the assumptions documented in the SOW

CLOUD STRATEGY AND ACTION PLAN

PROJECT SERVICE ID

Cloud Support Consulting Engagement Info-Tech #7

PROJECT EXECUTIVE SUMMARY

Info-Tech will create a comprehensive framework for evaluating workloads' suitability for the cloud that will allow you to select optimal cloud service models, codify risks tied to workloads, identify mitigations, design a cloud strategy, and develop a roadmap with detailed initiatives related to the benchmarking assessment.

PROJECT CHARACTERIZATION

This service will create a comprehensive framework for evaluating workloads' suitability for the cloud using Info-Tech's methodology will allow you to select optimal cloud service models. Info-Tech will codify the risks tied to workloads' cloud suitability and tie them to mitigations that can be employed to improve the likelihood of a successful cloud project.

The Info-Tech tools and templates will help design a cloud strategy to ensure that any cloud migration initiatives are successful in terms of governance, monitoring and reporting, financial controls, success factors, focus, people, and processes. Info-Tech will develop a roadmap populated with detailed initiatives related to the outcome of the workload evaluation activity, the risk and mitigation exercise, and the components of the cloud strategy document.

PROJECT REALIZATIONS

- Aligns workloads with cloud models to identify optimal disposition
- Identifies Cloud capabilities required to support business needs
- Creates clear communication and expectations for Cloud enabled projects
- Prioritizes projects and reduces effort spent on low value initiatives
- Builds cloud principles that will withstand the test of time
- Develops criteria for evaluation of successful delivery
- Produces action plan to communicate cloud initiatives
- Identifies Cloud related risks and appropriate mitigations
- Capture skills required to deliver the cloud strategy

PROJECT ENTITLEMENTS

- Assessment of workloads suitability for Cloud migration
- Strategic Cloud Roadmap
- Prioritization criteria for initiative selection
- Communication material to share the cloud strategy
- Align business goals with Cloud operational plans
- Guiding principles set the boundaries of your strategy

COST

- Info-Tech will charge a firm fixed price of £150,000.00 excl. VAT to include up to (10) hours of interviews and (5) facilitated work sessions over an 8-week period
- Info-Tech will bill for 50% of the fees at contract signing, 50% upon project completion
- All invoices are payable net 30 days from date of invoice

ADDITIONAL PROJECT ENTITELMENTS

- A Microsoft Word Cloud Strategy Document that clearly articulates the target state for business workloads
- A Microsoft Excel registry of risks associated with Cloud initiatives and mitigation steps
- A Microsoft PowerPoint presentation of the roadmap for executives

SCOPE DELIVERY METHOD

- Week 0: Project initiation and scheduling
 - Gather documentation, identify key stakeholders and schedule required meetings, interviews, and working sessions
- Week 1 to 2: Identify Workloads
 - Brainstorm list of workloads to assess for compatibility with cloud delivery and align workloads to cloud service models
- Week 3 to 4: Evaluate and Mitigate Risks
 - Conduct working session to identify risks that are likely to impact cloud migration, develop risk mitigation strategies and create initiatives from the mitigations
- Week 5 to 6: Cloud Strategy
 - Conduct interviews to assess current state of cloud readiness
 - Conduct working session to populate the cloud strategy document to align goals with workload considerations, identify metrics and targets per cloud related goal, identify required skills and resource capacity, and identify next steps
- Week 7 to 8: Roadmap
 - Conduct working session to plot the initiatives on a roadmap
 - Produce executive presentation of the roadmap

PROJECT COMPLETION TIMELINE

Info-Tech anticipates completion of this engagement within 8 weeks.

PROJECT EXPECTATIONS

- The client will provide a dedicated resource for the duration of the engagement who will serve as a single point of contact for Info-Tech, to provide Info-Tech team members access to required documentation or project related materials as needed and to be responsible for scheduling meetings and arranging calendars.
- Info-Tech will assign an engagement manager who will be Client's single point of contact. The Info-Tech engagement manager will be responsible for managing the Info-Tech resources, ensuring the quality of Info-Tech's overall delivery and providing weekly written status reports to the Client
- The deliverables created under this SOW as-a-whole are owned by the Client, provided that the Client does not resell them or allow them to be resold. Pre-existing components of the deliverables are owned by Info-Tech.
- Project outputs and deliverables will be based on Info-Tech tools and templates. The Info-Tech tools and templates will be streamlined to ensure effective communication.
- Pricing for this engagement is fixed and based on the workplan and deliverables described in this document. Info-Tech assumes work to be conducted remotely.
- Info-Tech resources will be assigned based on project needs, timing of the project and resources availability. Info-Tech reserves the right to make changes to the project staffing if in the best interest of the Client.

- Pricing is based on a duration of 8 weeks. Significant deviations to the project scope or schedule that are beyond the control of Info-Tech may require a change order.
- Info-Tech reports and deliverables will be reviewed by the Client for quality, relevance and response to the requirements for this engagement. Modifications as required, up to two review cycles, will be included in this engagement.

POTENTIAL FOR PROJECT AMENDMENTS

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BUILD A WINNING BUSINESS PROCESS AUTOMATION PLAYBOOK FOR CLOUD SERVICES

PROJECT SERVICE ID

Cloud Support Consulting Engagement Info-Tech #3

PROJECT EXECUTIVE SUMMARY

Info-Tech will assess business operations and systems to identify automation candidates, take a user-centric perspective to understand how users interact with technology to complete their tasks, and build a business process automation playbook for cloud enabled services.

PROJECT CHARACTERIZATION

This service will develop a process automation playbook for cloud services by gaining a grounded understanding of your stakeholders' drivers for business process automation. Info-Tech will discuss current business operations and systems to identify automation candidates, apply best practices to optimize and automate key business processes, and take a user-centric perspective to understand how users interact with technology to complete their tasks.

The Info-Tech tools and templates will help make project decisions in a holistic manner that allows for the selection of the most-valuable initiatives to automate and create a repeatable process that can be followed for future automation.

PROJECT REALIZATIONS

- Improve efficiency and service consistency through automation
- Increase predictability by reducing human error
- Enhance workload estimates by reducing unexpected work
- Expand capacity by eliminating repetitive low-value manual tasks
- Repeatable assessments based on business automation playbook

PROJECT ENTITLEMENTS

- Support evolving product roadmap
- Improve utilization of organizational investments
- Transform the organization to cloud
- Increase throughput and quality of operational processes
- Scale by adding automation
- Enhance processes with minimum viable automations

COST

- Info-Tech will charge a firm fixed price of £125,000.00 excl. VAT to include up to (15) hours of interviews and (4) facilitated work sessions over an 8-week period
- Info-Tech will bill for 50% of the fees at contract signing, 50% upon project completion
- All invoices are payable net 30 days from date of invoice

ADDITIONAL PROJECT ENTITLEMENTS

- A Microsoft PowerPoint presentation establishing the scope of your automation opportunities by defining IT's mission and vision statements and guiding principles.
- An assessment of process maturity, recommendations to optimize processes, and a short list of automation solutions

- A business process automation playbook that provides a comprehensive framework and guide for business process automation that will enable standardizing process automation and creating a repeatable, executable methodology.

SCOPE DELIVERY METHOD

- Week 0: Project initiation and scheduling
 - Gather documentation, identify key stakeholders and schedule required meetings, interviews, and working sessions
- Week 1 to 2: Identify Automation Opportunities
 - Conduct interviews with stakeholders to document problem and vision statements
 - Build process automation canvas including guiding principles and document automation opportunities
 - Conduct working session to validate problem, vision, guiding principles, and automation opportunities
- Week 3 to 4: Optimize Process
 - Conduct working sessions to break down your opportunities into use cases, complete a data view of the use cases, and short list the optimization use cases
 - Conduct working sessions to assess processes and draw optimized processes
- Week 5 to 6: Automate Your Processes
 - Document the technology automation landscape
 - Conduct working sessions to define minimum viable automation release and build a roadmap
 - Conduct working sessions to identify metrics and targets per cloud related goal, identify required skills and resource capacity, and identify next steps
- Week 7 to 8: Process Automation Playbook
 - Conduct working session to complete the Process Automation playbook to standardize process automation and create a repeatable, executable methodology

PROJECT COMPLETION TIMELINE

Info-Tech anticipates completion of this engagement within 8 weeks.

PROJECT EXPECTATIONS

- The client will provide a dedicated resource for the duration of the engagement who will serve as a single point of contact for Info-Tech, to provide Info-Tech team members access to required documentation or project related materials as needed and to be responsible for scheduling meetings and arranging calendars.
- Info-Tech will assign an engagement manager who will be Client's single point of contact. The Info-Tech engagement manager will be responsible for managing the Info-Tech resources, ensuring the quality of Info-Tech's overall delivery and providing weekly written status reports to the Client
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- Info-Tech resources will be assigned based on project needs, timing of the project and resources availability. Info-Tech reserves the right to make changes to the project staffing if in the best interest of the Client.
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IMPLEMENT CLOUD BACKUP THE RIGHT WAY

PROJECT SERVICE ID

Cloud Support Consulting Engagement Info-Tech #4

PROJECT EXECUTIVE SUMMARY

Info-Tech will develop a Cloud Backup plan that will significantly save time spent managing backups and identify a means to implement off-site disaster recovery without investing in datacenter infrastructure. This initiative will assess the current back up processes and develop a roadmap to achieve the benefits of cloud back ups.

PROJECT CHARACTERIZATION

This service will enable you to understand the benefits and risks of implementing back ups on the cloud, determine which services are appropriate candidates to leverage cloud back ups, and build a plan to implement cloud back ups.

The Info-Tech tools and templates will help capture and assess requirements, determine readiness, and identify candidate data sets for cloud back up. A high-level roadmap will also be produced showing when the candidate initiatives will be enabled on cloud back ups.

PROJECT REALIZATIONS

- Reduce costs of back up implementation
- Reduce risk of data loss or corruption
- Improve system recovery times
- Improve scalability and enhance manageability of backups
- Enhanced capabilities for geographically dispersed backups
- Improves business continuity capabilities with off-site backup

PROJECT ENTITLEMENTS

- Reliable back up and recovery solutions
- Flexible back up options to adapt to evolving business needs
- Mitigate risks associated with back up and recovery
- Align with business continuity expectations

COST

- Info-Tech will charge a firm fixed price of £110,000.00 excl. VAT to include up to (15) hours of interviews and (5) facilitated work sessions over a 6-week period
- Info-Tech will bill for 50% of the fees at contract signing, 50% upon project completion
- All invoices are payable net 30 days from date of invoice

ADDITIONAL PROJECT ENTITELMENTS

- A Microsoft Excel registry of candidate data sets, cloud models, risks and mitigation steps
- A Microsoft PowerPoint presentation of the roadmap to move backups to the cloud

SCOPE DELIVERY METHOD

- Week 0: Project initiation and scheduling
 - Gather documentation, identify key stakeholders and schedule required meetings, interviews, and working sessions

- Week 1: Evaluate the Business Case for Cloud Backup
 - Conduct working sessions to capture objectives for back up implementation and verify if cloud back ups will be able to achieve them
- Week 2 to 3: Identify Candidate Data Sets
 - Conduct working session to identify candidate data sets, determine appropriate recovery metrics for them, and assess organizational readiness to migrate the back up solutions for the data sets to the cloud
- Week 4 to 5: Identify and Mitigate Challenges
 - Conduct interviews to identify challenges and risks to implementing cloud back ups
 - Conduct brainstorming session to identify mitigation plans and develop initiatives to implement mitigation steps
- Week 6: Build a Roadmap
 - Conduct working session to plot the initiatives on a roadmap
 - Produce executive presentation of the roadmap

PROJECT COMPLETION TIMELINE

Info-Tech anticipates completion of this engagement within 6 weeks.

PROJECT EXPECTATIONS

- The client will provide a dedicated resource for the duration of the engagement who will serve as a single point of contact for Info-Tech, to provide Info-Tech team members access to required documentation or project related materials as needed and to be responsible for scheduling meetings and arranging calendars.
- Info-Tech will assign an engagement manager who will be Client's single point of contact. The Info-Tech engagement manager will be responsible for managing the Info-Tech resources, ensuring the quality of Info-Tech's overall delivery and providing weekly written status reports to the Client
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- Project outputs and deliverables will be based on Info-Tech tools and templates. The Info-Tech tools and templates will be streamlined to ensure effective communication.
- Pricing for this engagement is fixed and based on the workplan and deliverables described in this document. Info-Tech assumes work to be conducted remotely.
- Info-Tech resources will be assigned based on project needs, timing of the project and resources availability. Info-Tech reserves the right to make changes to the project staffing if in the best interest of the Client.
- Pricing is based on a duration of 6 weeks. Significant deviations to the project scope or schedule that are beyond the control of Info-Tech may require a change order.
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POTENTIAL FOR PROJECT AMENDMENTS

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OPTIMIZE THE CLOUD OPERATING MODEL

PROJECT SERVICE ID

Cloud Support Consulting Engagement Info-Tech #5

PROJECT EXECUTIVE SUMMARY

Info-Tech will develop a cloud operating model to meet business needs, support multiple groups of technology service consumers, while continuously adapting to changing business conditions and needs. The outcome will be an optimized cloud operating model that enables different implementations of common operating model elements: governance, sourcing, process, and structure.

PROJECT CHARACTERIZATION

This service will enable you to develop, implement, and optimize a cloud operating model that supports and enable multiple groups of technology service consumers, while continuously adapting to changing business conditions and needs. The cloud operating model is not a static entity, and it should evolve according to changing business needs.

The Info-Tech tools and templates will identify and capture internal and external technology service consumer groups, map the customer experience, and help determine the optimal cloud operating model. The outcome will be a sunshine diagram to direct activities toward the desired state.

PROJECT REALIZATIONS

- Improves business satisfaction with cloud services through clarified responsibilities
- Increases speed of decision making through clear accountability
- Reduce risk of outages and breaches by defining roles
- Improve value from cloud investments by aligning to business needs
- Cost reduction resulting from changing sourcing models
- Reduce number of incidents related to non-compliance to policy

PROJECT ENTITLEMENTS

- Defines how the IT organization is mobilized and organized
- Communicates the interplay of governance, sourcing, processes, and organizational structure
- Understand how Cloud creates value for the organization
- Outlines the optimal mix of sourcing models
- Enable the Cloud operating model respond to changing business conditions
- Optimize the cloud operating model's governance, sourcing, process, and structure
- Provides decision making support and enables consistent services

COST

- Info-Tech will charge a firm fixed price of £110,000.00 excl. VAT to include up to (15) hours of interviews and (5) facilitated work sessions over a 6-week period.
- Info-Tech will bill for 50% of the fees at contract signing, 50% upon project completion
- All invoices are payable net 30 days from date of invoice

ADDITIONAL PROJECT ENTITELMENTS

- A list of internal and external technology service consumer groups
- A Microsoft PowerPoint deck documenting customer experience map
- A Microsoft PowerPoint presentation capturing the target Cloud Operating Model

- A Microsoft PowerPoint deck of the roadmap defining the initiatives to get to the target cloud operating model

SCOPE DELIVERY METHOD

- Week 0: Project initiation and scheduling
 - Gather documentation, identify key stakeholders and schedule required meetings, interviews, and working sessions
- Week 1: Identify Organization Strategy and Consumer Groups
 - Conduct working sessions to Identify implications for the IT operating model, identify internal and external technology consumer groups, and capture implications of the current operating model
- Week 2 to 3: Map the Customer Experience and Consumption Patterns
 - Conduct interviews to map the customer experiences and classify the business profiles
 - Conduct working sessions to aggregate consumption patterns and identify implications
- Week 4 to 5: Create Target Cloud Operating Model
 - Conduct working sessions to define approach to cloud governance, select the optimal mix of sourcing models, and customize approach to process implementation
 - Conduct working sessions to validate optimal target organizational structure
- Week 6: Build a Roadmap
 - Conduct working session to plot the initiatives on a roadmap
 - Produce executive presentation of the roadmap

PROJECT COMPLETION TIMELINE

Info-Tech anticipates completion of this engagement within 6 weeks.

PROJECT EXPECTATIONS

- The client will provide a dedicated resource for the duration of the engagement who will serve as a single point of contact for Info-Tech, to provide Info-Tech team members access to required documentation or project related materials as needed and to be responsible for scheduling meetings and arranging calendars.
- Info-Tech will assign an engagement manager who will be Client's single point of contact. The Info-Tech engagement manager will be responsible for managing the Info-Tech resources, ensuring the quality of Info-Tech's overall delivery and providing weekly written status reports to the Client
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- Project outputs and deliverables will be based on Info-Tech tools and templates. The Info-Tech tools and templates will be streamlined to ensure effective communication.
- Pricing for this engagement is fixed and based on the workplan and deliverables described in this document. Info-Tech assumes work to be conducted remotely.
- Info-Tech resources will be assigned based on project needs, timing of the project and resources availability. Info-Tech reserves the right to make changes to the project staffing if in the best interest of the Client.
- Pricing is based on a duration of 6 weeks. Significant deviations to the project scope or schedule that are beyond the control of Info-Tech may require a change order.

- Info-Tech reports and deliverables will be reviewed by the Client for quality, relevance and response to the requirements for this engagement. Modifications as required, up to two review cycles, will be included in this engagement.

POTENTIAL FOR PROJECT AMENDMENTS

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PLAN FOR CLOUD MIGRATION AND OPERATING COSTS

PROJECT SERVICE ID

Cloud Support Consulting Engagement Info-Tech #6

PROJECT EXECUTIVE SUMMARY

Info-Tech will develop a cloud migration and operating cost model to provide insight into resource needs, migration investment trade-offs, and avenues for cost recovery. The outcome will be an optimized cloud migration and operating cost model that enables different constituencies to plan for and execute a successful and cost-managed cloud migration.

PROJECT CHARACTERIZATION

This service will enable you to determine the most appropriate and business-effective path for migrating applications and services to the Cloud. Cloud migration methods vary based on their level of change and adaptation to “Cloud Native” platforms, and this service helps decision makers determine the right balance between time to solution as well as up-front and ongoing costs.

Info-Tech leverages its tools and templates to identify and capture the key inputs to the cloud cost model and provide alternative scenarios for application and cloud investment decisions.

PROJECT REALIZATIONS

- Improves business satisfaction with cloud services through transparent alternatives analysis and better cost predictability
- Capture of key data needed for ongoing application and technology portfolio management

PROJECT ENTITLEMENTS

- Reduces the guess work behind planning and budgeting assumptions by defining the key drivers of cloud effort and cost
- Provides quantifiable business-terms means by which to frame key technical decisions
- Understand the type and level of resources needed to execute a chosen migration path for informing sourcing strategy.

COST

- Info-Tech will charge a firm fixed price of £199,000.00 excl. VAT, incl. all expenses for this service which includes migration assessments for (5) business applications
- Info-Tech will bill £80,000.00 at contract signing, £40,000.00 upon acceptance of the Cloud Design Scorecard, and the remaining £79,000.00 upon project completion.
- All invoices are payable net 30 days from date of invoice

ADDITIONAL PROJECT ENTITELMENTS

- A Microsoft PowerPoint deck documenting your Cloud Migration and model and how to use it
- A Microsoft Excel spreadsheet containing up to three cloud migration and operating scenarios to include high-level budget items, key inputs / decisions, and high-level migration and operating costs associated with each scenario.

SCOPE DELIVERY METHOD

- Week 0: Project initiation and scheduling
 - Gather documentation, identify key stakeholders and schedule required meetings, interviews, and working sessions
- Weeks 1-3: Cloud Cost Capability Assessment
 - Complete the cloud cost management capability assessment
 - Document organization's current state
 - Document areas to focus on for improvement
 - Hold three facilitated discovery sessions
 - Capture requirements from users of the proposed model
- Week 4 to 5: Cost Model and Cloud Design Scorecard
 - Create the cloud cost glossary to produce a list of key vocabulary terms around cloud cost management.
 - Hold up to two facilitated sessions on Cloud Design Scorecard Tool
 - Develop initial cost model for discussion and review
- Week 6 to 7: Cost Management
 - Determine who is responsible for performing the higher-level activities foundational to cloud cost management
 - Hold facilitated session to review Capacity Planning and Performance Testing Analysis Report
 - Hold facilitated session to review Beta report
- Week 8 to 9: Model Training and Enablement
 - Hold facilitated session to review final model
 - Produce end-user documentation
- Week 10: Project Close
 - Produce executive presentation of the project, the model and other findings, and recommendations.

PROJECT COMPLETION TIMELINE

Info-Tech anticipates completion of this engagement within 10 weeks.

PROJECT EXPECTATIONS

- The client will provide a dedicated resource for the duration of the engagement who will serve as a single point of contact for Info-Tech, to provide Info-Tech team members access to required documentation or project related materials as needed and to be responsible for scheduling meetings and arranging calendars.
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CLOUD SECURITY ASSESSMENT AND ACTION PLAN

PROJECT SERVICE ID

Cloud Support Consulting Engagement Info-Tech #7

PROJECT EXECUTIVE SUMMARY

Info-Tech will create a comprehensive framework for evaluating workloads' suitability for the cloud that will allow you to select optimal cloud service models, codify risks tied to workloads, identify mitigations, design a cloud strategy, and develop a roadmap with detailed initiatives related to the benchmarking assessment.

PROJECT CHARACTERIZATION

This service will create a comprehensive framework for evaluating workloads' suitability for the cloud using Info-Tech's methodology will allow you to select optimal cloud service models. Info-Tech will codify the risks tied to workloads' cloud suitability and tie them to mitigations that can be employed to improve the likelihood of a successful cloud project.

The Info-Tech tools and templates will help design a cloud strategy to ensure that any cloud migration initiatives are successful in terms of governance, monitoring and reporting, financial controls, success factors, focus, people, and processes. Info-Tech will develop a roadmap populated with detailed initiatives related to the outcome of the workload evaluation activity, the risk and mitigation exercise, and the components of the cloud strategy document.

PROJECT REALIZATIONS

- Aligns workloads with cloud models to identify optimal disposition
- Identifies Cloud capabilities required to support business needs
- Creates clear communication and expectations for Cloud enabled projects
- Prioritizes projects and reduces effort spent on low value initiatives
- Builds cloud principles that will withstand the test of time
- Develops criteria for evaluation of successful delivery
- Produces action plan to communicate cloud initiatives
- Identifies Cloud related risks and appropriate mitigations
- Capture skills required to deliver the cloud strategy

PROJECT ENTITLEMENTS

- Assessment of workloads suitability for Cloud migration
- Strategic Cloud Roadmap
- Prioritization criteria for initiative selection
- Communication material to share the cloud strategy
- Align business goals with Cloud operational plans
- Guiding principles set the boundaries of your strategy

COST

- Info-Tech will charge a firm fixed price of £150,000.00 excl. VAT to include up to (10) hours of interviews and (5) facilitated work sessions over an 8-week period
- Info-Tech will bill for 50% of the fees at contract signing, 50% upon project completion
- All invoices are payable net 30 days from date of invoice

ADDITIONAL PROJECT ENTITLEMENTS

- A Microsoft Word Cloud Strategy Document that clearly articulates the target state for business workloads
- A Microsoft Excel registry of risks associated with Cloud initiatives and mitigation steps
- A Microsoft PowerPoint presentation of the roadmap for executives

SCOPE DELIVERY METHOD

- Week 0: Project initiation and scheduling
 - Gather documentation, identify key stakeholders and schedule required meetings, interviews, and working sessions
- Week 1 to 2: Identify Workloads
 - Brainstorm list of workloads to assess for compatibility with cloud delivery and align workloads to cloud service models
- Week 3 to 4: Evaluate and Mitigate Risks
 - Conduct working session to identify risks that are likely to impact cloud migration, develop risk mitigation strategies and create initiatives from the mitigations
- Week 5 to 6: Cloud Strategy
 - Conduct interviews to assess current state of cloud readiness
 - Conduct working session to populate the cloud strategy document to align goals with workload considerations, identify metrics and targets per cloud related goal, identify required skills and resource capacity, and identify next steps
- Week 7 to 8: Roadmap
 - Conduct working session to plot the initiatives on a roadmap
 - Produce executive presentation of the roadmap

PROJECT COMPLETION TIMELINE

Info-Tech anticipates completion of this engagement within 8 weeks.

PROJECT EXPECTATIONS

- The client will provide a dedicated resource for the duration of the engagement who will serve as a single point of contact for Info-Tech, to provide Info-Tech team members access to required documentation or project related materials as needed and to be responsible for scheduling meetings and arranging calendars.
- Info-Tech will assign an engagement manager who will be Client's single point of contact. The Info-Tech engagement manager will be responsible for managing the Info-Tech resources, ensuring the quality of Info-Tech's overall delivery and providing weekly written status reports to the Client
- The deliverables created under this SOW as-a-whole are owned by the Client, provided that the Client does not resell them or allow them to be resold. Pre-existing components of the deliverables are owned by Info-Tech.
- Project outputs and deliverables will be based on Info-Tech tools and templates. The Info-Tech tools and templates will be streamlined to ensure effective communication.
- Pricing for this engagement is fixed and based on the workplan and deliverables described in this document. Info-Tech assumes work to be conducted remotely.
- Info-Tech resources will be assigned based on project needs, timing of the project and resources availability. Info-Tech reserves the right to make changes to the project staffing if in the best interest of the Client.
- Pricing is based on a duration of 8 weeks. Significant deviations to the project scope or schedule that are beyond the control of Info-Tech may require a change order.

- Info-Tech reports and deliverables will be reviewed by the Client for quality, relevance and response to the requirements for this engagement. Modifications as required, up to two review cycles, will be included in this engagement.

POTENTIAL FOR PROJECT AMENDMENTS

The scope of the project is bounded by the description in this document. Requests for amendments to the SOW must be in writing and clearly define the requested changes. Info-Tech will advise the client of any implications to the cost and schedule resulting from the requested changes. Both parties must agree to the changes in writing prior to Info-Tech commencing work. Changes may include:

- Inclusion of deliverables not specifically identified in the SOW
- Changes to schedule due to client participant availability
- Changes requested to deliverables that were previously accepted
- Rework resulting from changes in the assumptions documented in the SOW