



Transform

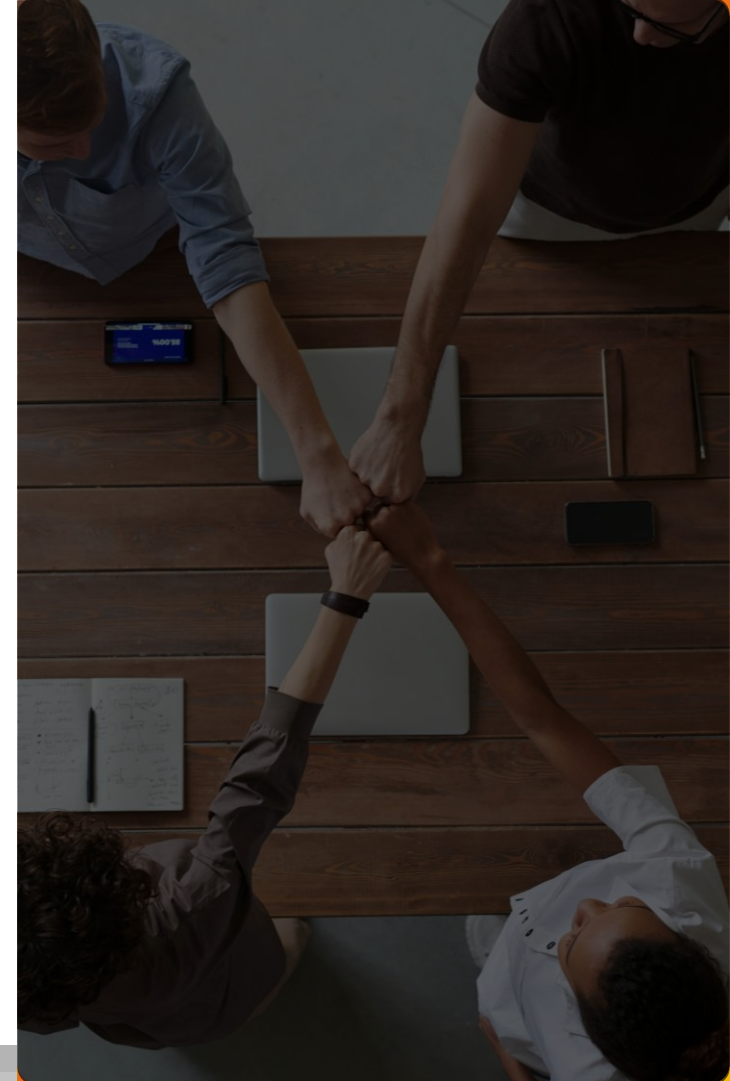
G-CLOUD CLOUD DATA CLEANSING & MIGRATION

SERVICE DEFINITION



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Hello, we are Transform

Transform is a future company.

The world is changing. Problems don't look like they used to. These days, disruption is the new normal and connectivity means complexity. That's where we come in. We curate small, diverse teams who help our clients figure out where to go next.

We are Transform. With the creativity of an agency, the robustness of a consultancy and the technical agility of a start-up, we transform organisations.

We combine depth of expertise with a breadth of experience, working across both public and private sectors to deliver tangible outcomes in partnership with our clients, built on a philosophy of transparency, collaboration and agility.

We understand that every challenge and opportunity is different, so every solution should be too. That's why we combine data, insight and strategy to design and build bespoke solutions to get organisations fit for the future, both inside and out.

We deliver work across both the public and private sectors spanning data, technology, consultancy, customer experience, research, organisation and culture change. No matter who we're working with, we deliver tangible results that have real organisational impact.



SERVICE OVERVIEW



Introduction



Moving to the Cloud has many challenges principle among these are what to do about the data that is resident in existing applications and databases.



transform has supported many organisations with these challenges ensuring that the value of the data is retained while optimising the cost and accessibility of the data and applying appropriate data retention policies to ensure that the migration helps to enforce and retain legal compliance.



We have used many models from bulk transfer, phased delivery and also live replication/synchronisation. Our highly skilled teams have supported public and private sector clients embrace Cloud and to ensure that the process is seamless and pain free.

We follow a delivery model aligned with the GDS delivery phases

This cycle may have multiple phases depending on the volumes, complexity and quality of the legacy data.

Discovery

Understanding the legacy data, assessing its value and developing our migration strategy with the client team.



Beta

Building the core migration pipelines applying transformation/cleansing and building this into a fully tested Continuous Integration & Deployment process. Rehearsing the live production migration/transitions.



Alpha

Identifying the most challenging aspects of the migration developing strategies to address them and where possible testing solution options through Technical Spikes & Proof of Concepts, developing the migration approach.



Live

Migration of the data and testing/verification and then supporting the close down of the legacy technology stacks.



Our work is underpinned by the following governing principles

Users:

Always begin and end with users. They must be at the centre throughout, with services based on their needs, behaviours, capabilities, opportunities and motivations and barriers.

Co-Design

Collaborating with teams and departments across government to build services that deliver the policy and proposition intent – so a service meets user and business expectations.

Sustainability:

Creating a sustainable, open and scalable model – simple to deliver, simple to replicate and reuse.

Innovation:

Establishing a digital innovation culture – looking for opportunities to improve but not for the sake of it.

Transparency:

Being transparent on governance – being clear on who owns the service and information.

Great design:

Advocating 'great design' – not just what it looks like but how it works – which excites users and delivers the optimum experience

Consistency:

Being consistent but not predictable – testing the boundaries but ensuring we don't break the experience. Building on what already works well and change what doesn't – it's not about cutting corners, it's about the most effective solution

Lifecycles:

Like any product or services – we must consider the entire lifecycle – understanding the process doesn't stop at launch and must be continuously iterated and improved.

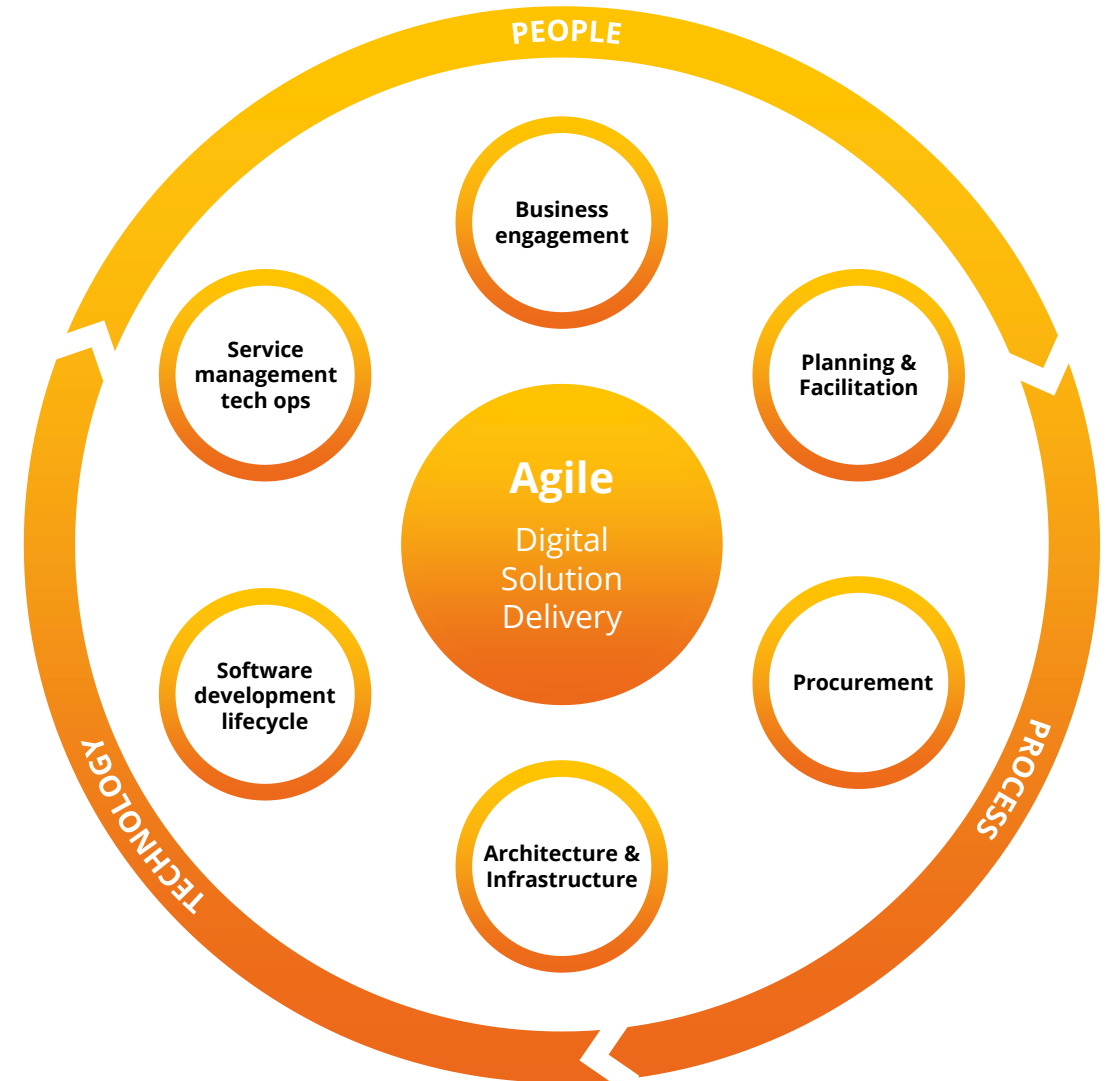
User-centred design **at scale**

Our GDS-compliant approach is user-centric and considers all user data needs. We use recognised development and Agile project management methodologies.

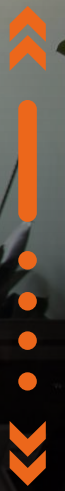
We perceive our holistic approach as key to a successful project. Organisations often fail because their focus is too narrow. They often adopt Scrum but don't appreciate fully successful continuous delivery requires investment in:

- Clear architectural principles and patterns
- Applied DevOps, infrastructure-as-code and deployment patterns
- Collaboration and ownership balanced between delivery and business teams
- Planning, both within the team and with the wider programme
- Engagement with Service Management and Live Services teams

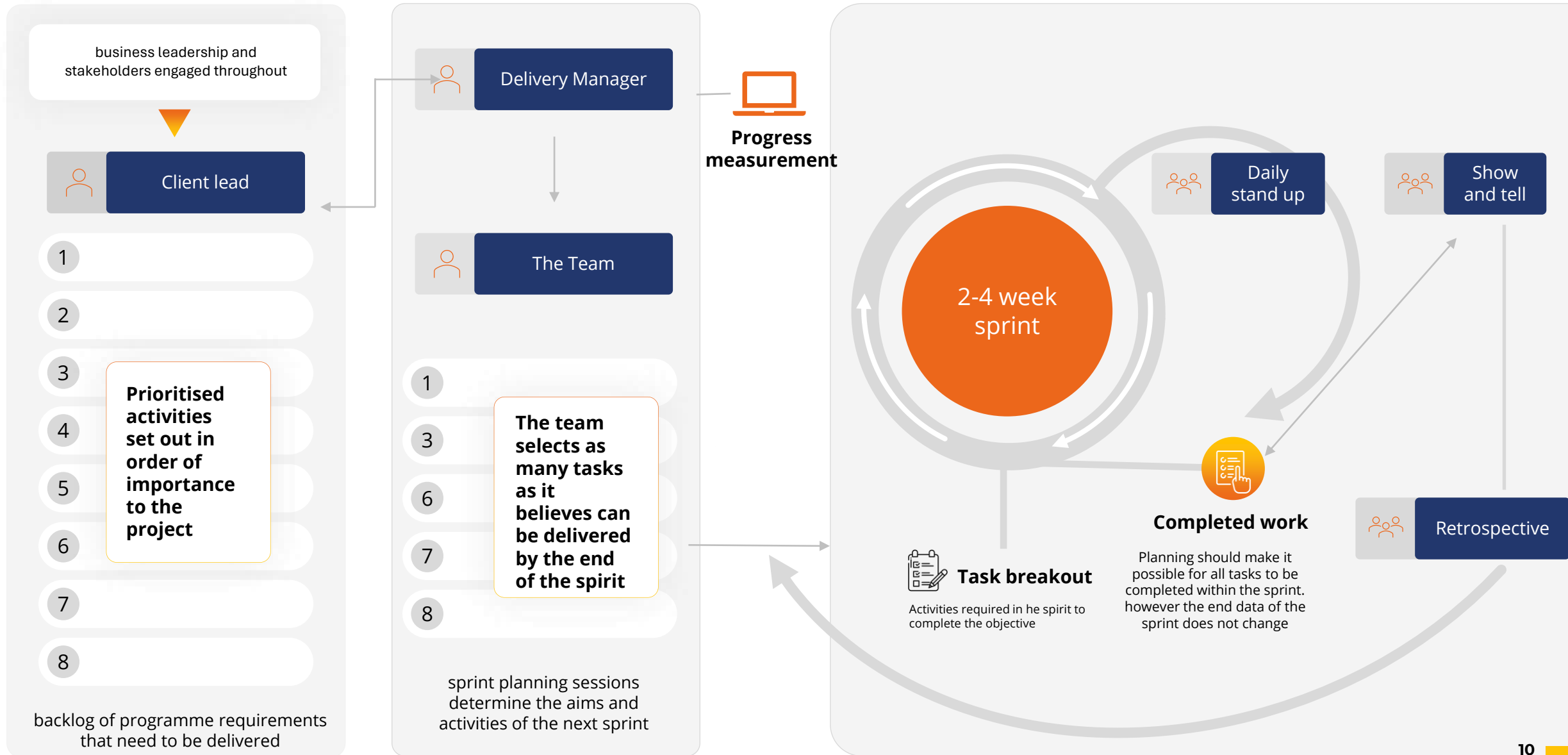
Most importantly, a collaborative one-team culture is key, based on openness, continuous learning and inclusivity



PROJECT DELIVERY



Transform is agile by default and a leader in agile delivery in government



An agile approach that is more than just a **project management methodology**

The use of Agile ensures that the delivery meets both the product owners' and the end users' needs. The proposed approach is based around scrum and has the following elements:

- Development and content direction through use of a Product Owner
- User Stories for requirements
- Project communications using Daily Stand-ups
- Project tracking using a 'Kanban'
- Delivery management using Planning Poker and measurement of delivery velocity
- Testing and acceptance through the use of Show & Tells
- Project feedback and delivery improvement using Retrospectives

Our projects start with a short phase Iteration 0 / Sprint 0; This phase maybe 1-2 weeks for a short project to 4-5 weeks for larger projects. This phase is used to ensure that all the pre-requisites are in place so that the software and content development can progress quickly. The initial phase may include some or all of the following:

- ✓ Conduct initial research and set the curative direction
- ✓ Build a panel of future users to help test the site and content during development
- ✓ Create the core User-Centred Design assets
- ✓ Define the software and environment architectures
- ✓ Set-up and test the software build processes and automated test and deployment capabilities
- ✓ Install the initial development and testing environments
- ✓ Develop a set of initial code on the platform to test that the development and environments work seamlessly together

Agile delivery principles to provide the best results

01

Bring out the
best in people

02

Multi disciplinary

03

collaborative

04

User-led

05

Co-located

06

Embedding agile

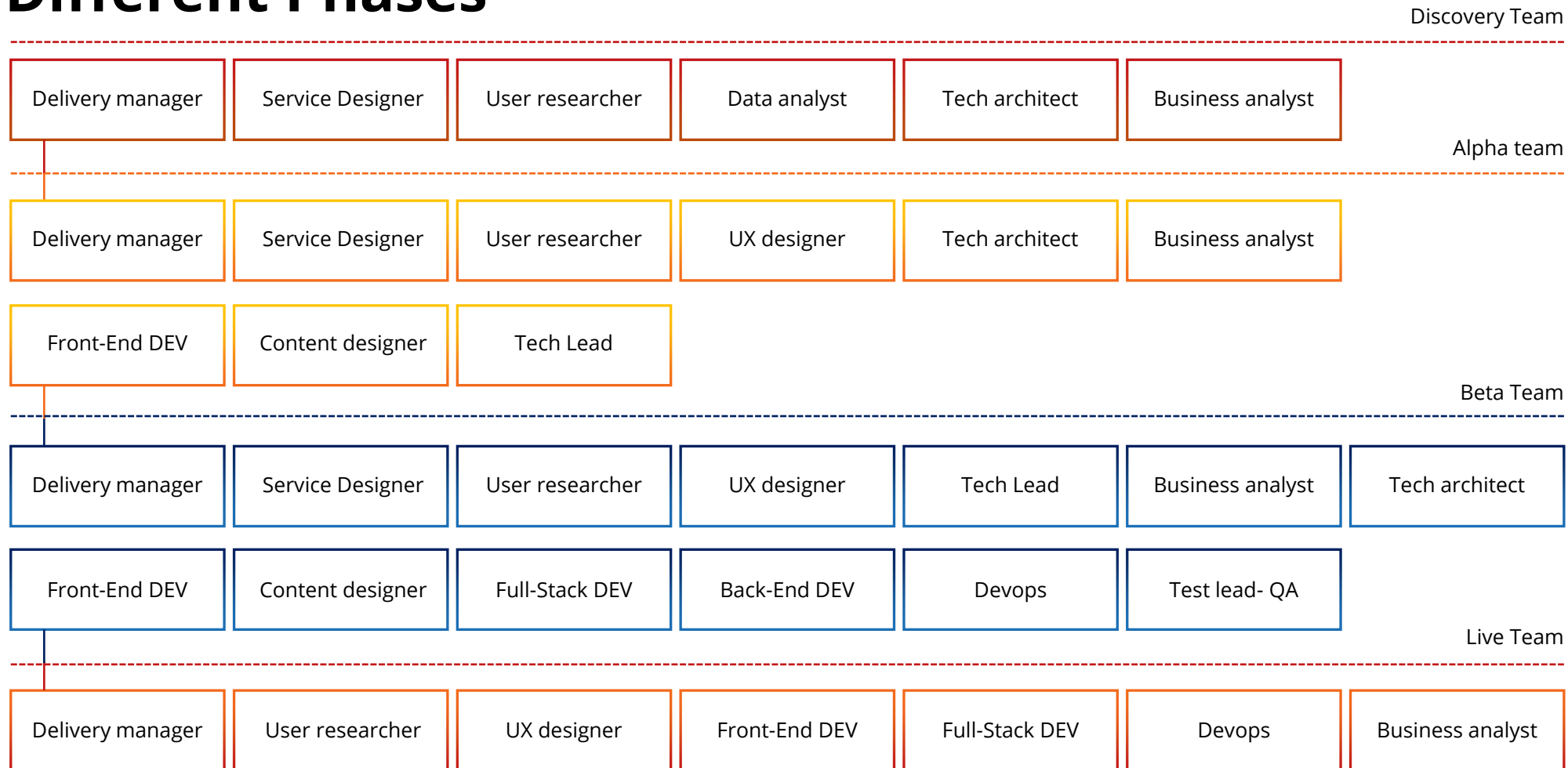
07

Delivery focused

08

Managing team
dynamics

We Adopt Scalable Approach To Programme Management & Delivery, Adapting Teams To Different Phases





WHY TRANSFORM





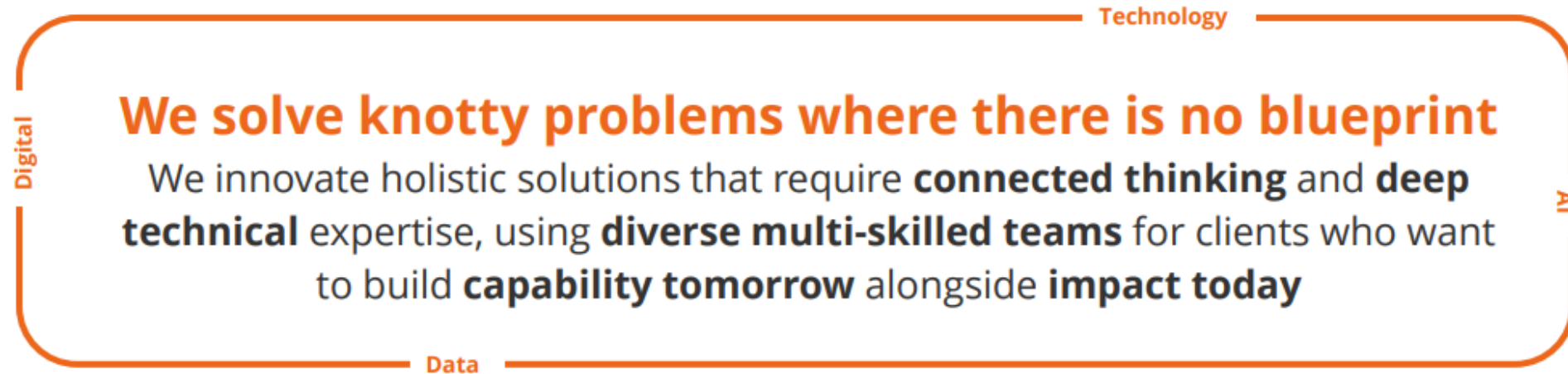
**Dramatic digital change
starts with optimistic,
analog thinking.**

We're a technology & data consultancy.

We **define**, **design**, **build** and **operate** products and experiences that drive real change.



What gets us out of bed in the morning...



Connected thinking : We look at complex issues from end to end and through multiple lenses – we see the whole picture and consider the system not the symptom.

Partnership scale : We are able to field teams across disciplines without the scale, cost or disappointment that comes with the big guys

Collaboration unleashed : Multi-functional teams fielded with agility and adaptability, without the P&L structures that kill collaboration for our competitors

Deep Tech & Data Expertise: We have a depth of expertise across a spectrum of technologies; the expert in the room, with real world experience across multiple connected domains.

We can help:

01 — Optimise

Effectiveness & efficiency

Unlock the potential of your people, processes, tech and data to create new value, drive down costs, or both.

02 — Accelerate

Run faster

Create capacity for speed-to-impact and build your capabilities so you're ready for anything.

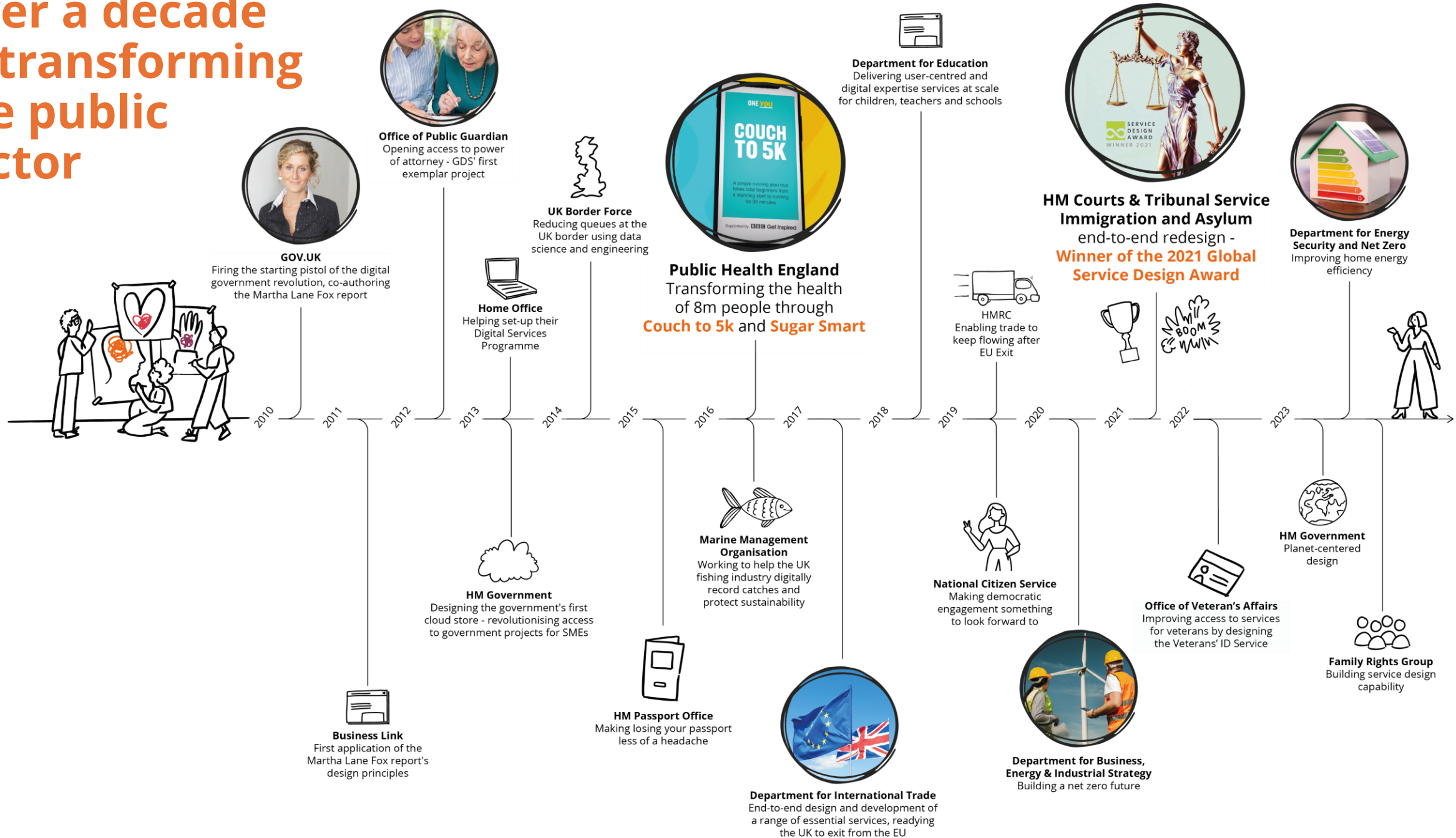
03 — Transform

Unlock opportunity

Define and deliver real change through digital, data and technology solutions for people.



Over a decade of transforming the public sector



Tackling tough challenges is our idea of fun



We wrote the report for Martha Lane-Fox that triggered the digital revolution in government



We took Argos from pencils to digital – and from 12% to 47%+ digital participation



We're trusted to provide critical infrastructure to handle Brexit, including for HMRC, DIT and DEFRA



We designed and developed Couch-to-5k for Public Health England



We're democratising access to Justice in the UK by digitising the courts system



We delivered the world's first national online gambling self-exclusion service



We're the only UK company to win a 2021 Global Service Design Award



We've delivered over 50 government digital services, working with 18 departments and agencies



We developed machine learning algorithms to predict academic attendance, car purchase intent... and pizza orders!



We're DFE's engineering partner, creating a data-driven future for educators and students nationally

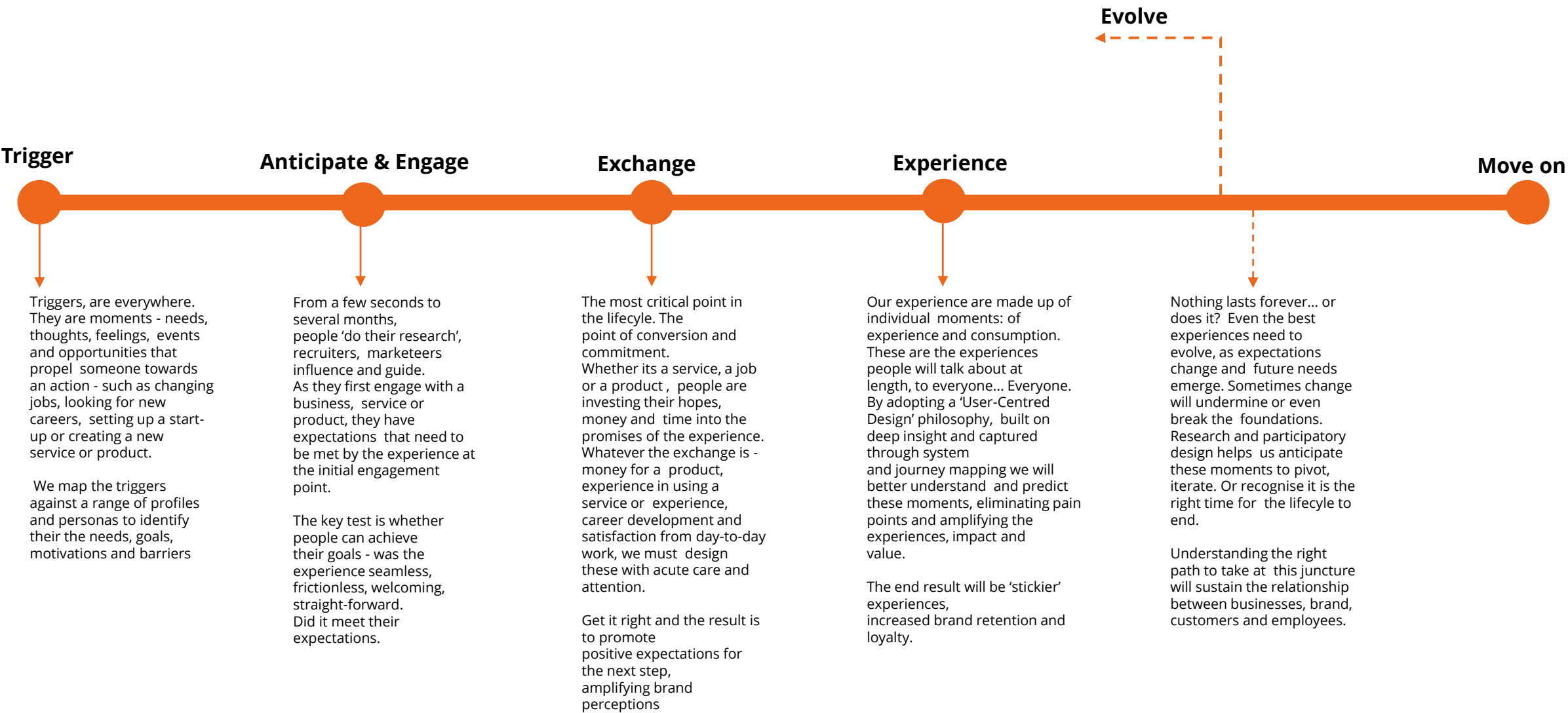


Moving from selling cars to mobility solutions

We'll curate a multi-disciplinary team to solve your toughest challenges:

Data & Analytics	Research & Service Design	Strategy & Innovation	Technology	Change & Delivery
Digital Analytics	Customer & User Research – Quant and Qual	Growth and Innovation Strategy	Technology Strategy and Platform Selection	Project and Programme Delivery
CRM	CX and Service Design	Agile strategy - goal setting & outcome definition	Solutions and Technology Architecture	Product and Delivery Management
Data Science and Predictive Modelling	User Experience Design	Digital & Data Strategy - communication, commerce and channel-shift	Software Engineering	Business Analysis
Measurement Frameworks	Content Design	Digital Analytics	DevOps & Quality Engineering	Agile Transformation
	Behavioural Science		Data Engineering	

We Design for the whole service Lifecycle



How we work



No cookie cutters

We're contextual, customer-centered & agile as a gymnastics team



We make your teams better

We're big on knowledge transfer, co-working & trusted partnerships



We're data evangelists

It all starts with research, data, analytics & empathy



Quality is a big deal

With the toughest accreditations to prove it




All about the impact

We're commercial, goal-driven and focused on driving real change



Culture & people matter

Experienced, empowered, nice people with diverse perspectives



Transparency and Collaboration are at the heart of what we do

We are open and experienced in working in multidisciplinary teams alongside clients, partners (and competitors) as a single high functioning “rainbow” team aligned around a shared vision and common goals.

Culture of Collaboration:

Shared objectives – aligning teams from different disciplines or organisations around a common goal, shared vision and desired outcome

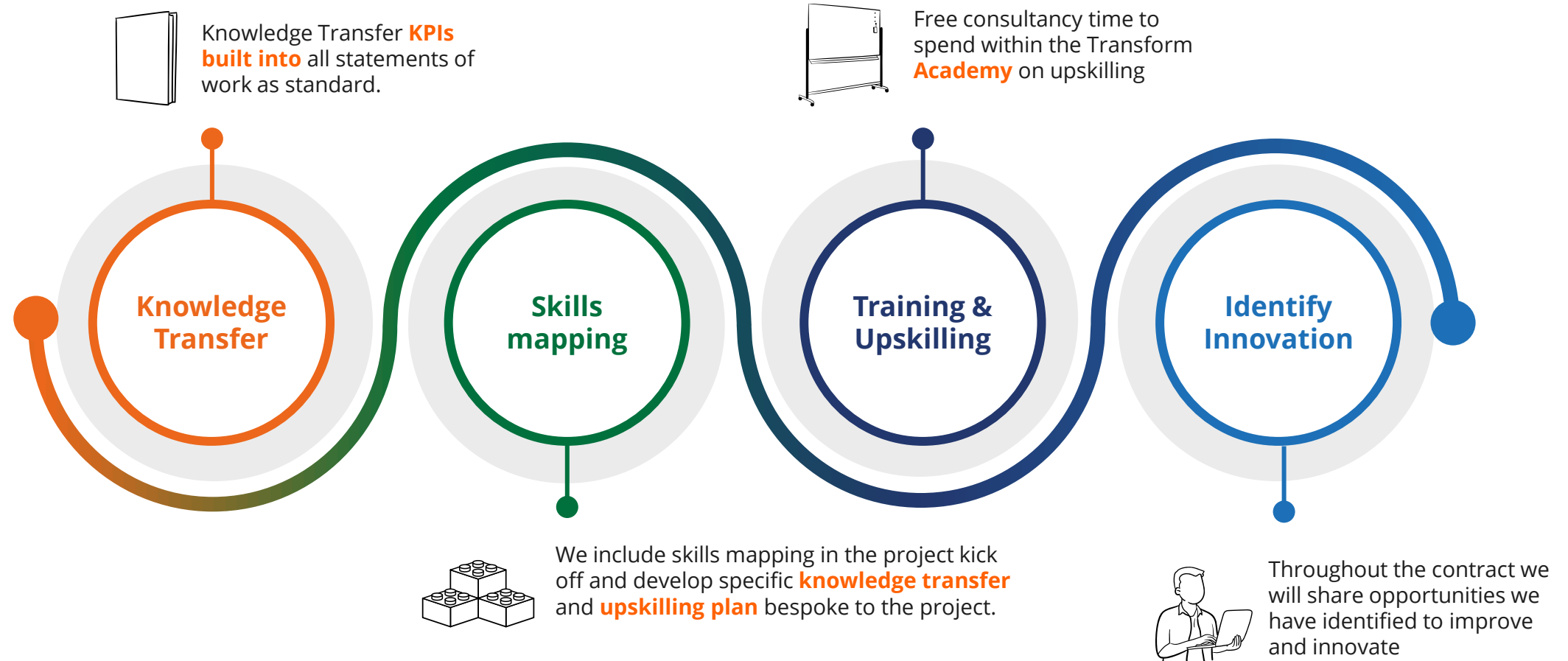
Empowerment & openness – to deliver outcomes, not outputs, we believe multi-functional teams need to be appropriately empowered within the framework of the delivery, with a healthy level of friction to challenge assumptions and innovate brave solutions

Curiosity & respect – the power of diverse teams is unlocking potential above and beyond the individual's contribution. We foster a culture that encourages curiosity and insists on respect

Whilst upholding required levels of professionalism, we like to inject fun and apply creative approaches to team-building and problem solving including Manuals-of-me, Lego serious play and Team Charters to create a strong working culture quickly. We provide shared space (physical and digital) for collaboration, adapting to the client's preferred approaches and tools.

We strive for continuous improvement & innovation

We will focus on helping our clients and their people develop, innovate and advance



Inclusion matters to us

Transform believes a diverse culture **underpins** delivery of the best outcomes for our **clients**, our **team** and our **community**

Our mission is to be representative of population, diverse of thought, inclusive of all

- Active Social Impact programme
- Inclusion Council and Peer Networks
- KPIs from executive level, cascaded into objectives & operations



We won the Management Today award for **Best DE&I Programme 2022**

And our CEO, Emma Robertson won Management Today's award for **Best CEO Leadership on DE&I 2023**



SERVICE PARAMETERS

Service Parameters

Information Assurance

Transform has designed and implemented systems up to and including IL3. We have ISO9001 (Quality Management) and ISO27001 (Information Security). We have a large number of staff with security clearance.

Backup / Restore D.R.

Transform can provide full back-up and disaster recovery functionality for the development work, should the client so require. We can either provide this via hosting partners or via cloud services. All development servers and code are imaged typically every hour and secured to remote location. Periodically we take physical back-ups and can either store these through one of our existing contracts or using the client's preferred supplier.

On and Offboarding

Transform provides a seamless process for engaging clients and transferring knowledge. Our development process includes an initial 'Sprint 0', to mobilise the project team, develop agreed ways of working and clearly define the project outcomes. Our preferred model is to co-locate with the client and work collaboratively. In addition, we will provide documented System Architecture documents that outline the logical and physical characteristics of the systems we develop

Pricing

We have provided a completed SFIA Rate Card with this G-Cloud submission

Service Management

The management of our services is typically managed under a separate contract. However, the operating characteristics, alerting and instrumentation are key considerations in the development of any platform. Our central aspect of our approach is to consider these requirements in the system design and in line with best practice, provide a System Architecture document that supports the acceptance into service process.

Service Parameters

Service Constraints

Transform will normally be developing services and solutions specific to client requirements and specifications. Therefore, we normally work within the client's constraints

Service Levels

Transform will normally be building specific client solutions to their specifications and therefore we normally work to agree service levels defined as part of the development of the platform

Financial Recompense

See service levels

Training

Transform offers a comprehensive training and coaching approach, as part of all engagements. This covers formal training courses, to mentoring and informal coaching to build internal capability. This is separately agreed with the customer, depending on need and available budgets.

All clients also have access to our Transform Academy sharing expertise for free via ½ day training workshops.

Ordering & Invoicing Process

See Terms & Conditions

Service Parameters

Termination Terms	Data Restoration & Migration	Customer Responsibilities	Technical Requirements	Trial Services Available
<ul style="list-style-type: none">By consumers (i.e. consumption): N/ABy the Supplier (removal of the G-Cloud Service): as per terms and conditions	Transform will normally be developing services and solutions specific to client requirements and specifications. Therefore, we will agree the scope and specification of any data migration and restoration SLAs/processes as part of the work package	N/A	Transform will normally be building specific client solutions to their specifications and therefore we define the technical platform requirements as part of the development of the platform	Our preferred approach is to build solutions from prototypes to end solutions and use extensive customer / consumer input. We do not offer off-the shelf trial solutions and normally build to the clients' requirements