Service Type	Cloud Planning

Subject to the nature of the requirement and the progress already made toward a decision to move to cloud technologies, Transputec offer several service options:

Service Component: Business Case

If assistance is required in formulating a Business Case for the introduction of cloud services, we will assist in preparing this:

1. **Identify the Business Problem**:
   - Clearly define the problem or opportunity that the project aims to address.
   - Describe its origin and relevance, considering economic climate and competitive landscape.
2. **Objectives and Requirements**:
   - Outline specific project objectives and requirements.
   - Use the SMART criteria (Specific, Measurable, Attainable, Relevant, Time-bound) to make them clear and actionable.
3. **Alternatives Analysis**:
   - Explore various solution options.
   - Compare and rank alternatives based on criteria such as feasibility, cost, benefit, and risk.
4. **Implementation Plan**:
   - Develop a realistic plan for executing the chosen solution.
   - Specify key deliverables, milestones, activities, and required resources.
5. **Financial Impact**:
   - Discuss the financial aspects, including costs and funding.
   - Perform a cost-benefit analysis to evaluate profitability and feasibility.
6. **Risk Assessment and Management**:
   - Identify potential risks associated with the project.
   - Describe how these risks will be managed or mitigated.
7. **Stakeholder Engagement**:
   - Engage relevant stakeholders throughout the process.
   - Ensure consistent communication and alignment with their interests.

Service Component: Strategic Assessment

8. **Environmental Scan**:
   - Understand the external environment:
      1. **Market Trends**: Analyse industry trends, customer behaviour, and technological advancements.
      2. **Competitive Landscape**: Assess competitors' strategies, strengths, and weaknesses.
      3. **Regulatory Factors**: Consider legal, political, and regulatory influences.
9. **Internal Analysis**:
   - Evaluate internal capabilities:
      1. **SWOT Analysis**: Identify strengths, weaknesses, opportunities, and threats.

    2. **Resource Assessment**: Assess human, financial, and technological resources.

    3. **Organizational Culture**: Understand values, norms, and communication patterns.

10. **Stakeholder Mapping**:
    - Identify key stakeholders:
        1. **Internal Stakeholders**: Employees, management, shareholders.
        2. **External Stakeholders**: Customers, suppliers, partners, community.

11. **Risk Assessment**:
    - Evaluate potential risks:
        1. **Financial Risks**: Market volatility, currency fluctuations.
        2. **Operational Risks**: Supply chain disruptions, technology failures.
        3. **Reputational Risks**: Negative publicity, brand damage.

12. **Goal Alignment**:
    - Ensure alignment with organizational goals:
        1. **Mission and Vision**: Assess if strategies align with the overall purpose.
        2. **Strategic Objectives**: Evaluate if proposed actions contribute to achieving objectives.

13. **Scenario Planning**:
    - Anticipate different scenarios:
        1. **Best Case**: What if everything goes well?
        2. **Worst Case**: What if challenges arise?
        3. **Most Likely**: Realistic expectations.

14. **Performance Metrics**:
    - Define success criteria:
        1. **Key Performance Indicators (KPIs)**: Quantifiable measures of progress.
        2. **Balanced Scorecard**: Evaluate financial, customer, internal process, and learning/growth perspectives.

15. **Alignment with Core Values**:
    - Ensure strategies resonate with the organization's values and culture.

Service Component: Business Justification

This document will outline the rationale for a proposed project or initiative.

- **Executive Summary**:
    - Briefly summarize the entire business case, highlighting the project's purpose, benefits, and expected outcomes.
    - Capture the reader's attention and provide an overview of what follows.
- **Problem Statement or Opportunity**:
    - Clearly define the business problem or opportunity that the project aims to address.
    - Explain why this issue is significant and relevant to the organization.
- **Objectives and Requirements**:
    - Specify the project's goals and objectives.
    - Use the SMART criteria (Specific, Measurable, Attainable, Relevant, Time-bound) to make them clear and actionable.
- **Alternatives Analysis**:
    - Evaluate different solution options.
    - Compare and rank alternatives based on criteria such as feasibility, cost, benefit, and risk.

- **Recommendation**:
  - Clearly state the preferred solution.
  - Justify why this option is the best choice, considering both quantitative and qualitative factors.
- **Implementation Plan**:
  - Describe how the chosen solution will be executed.
  - Include key deliverables, milestones, activities, and required resources.
- **Financial Impact**:
  - Discuss the financial aspects:
    - **Costs**: Estimate the project's budget, including capital and operational expenses.
    - **Benefits**: Identify tangible and intangible benefits (e.g., increased revenue, improved efficiency).
- **Risk Assessment and Mitigation**:
  - Identify potential risks associated with the project.
  - Explain how these risks will be managed or mitigated.
- **Stakeholder Engagement**:
  - Highlight key stakeholders and their interests.
  - Address how their needs and concerns will be addressed.
- **Market Analysis (if applicable)**:
  - Assess market trends, competitive landscape, and external factors.
  - Understand how the project aligns with market demands.

Service Component: Procurement Strategy

Product purchases are in accordance with the supplier options available. The processing of order fulfilment and delivery will be in accordance with the vendor framework (e.g. billing monthly/annually, etc)

Likely changes to procurement needs based on the technology and how these will be managed, e.g. thresholds will be agreed.

Service Component: Investment Decisions

Investment decisions based on the phases of the works will typically cover:

Initiatial engagement requirements (Business Case, Strategic Assessment, Business justification)

Discovery – defined as a discreet piece of work to understand the environment and its readiness for a solution, the outcome being a report and a high level solution proposed.

Implementation – on acceptance of works, progress to build the environment, migrate services, transition and user adoption and handover to support

Support services – subject to agreement defined support agreement implemented

Ongoing charges – software/licensing charges

Service Component: Readiness for Service

A 'Readiness for Service' assessment will be conducted as part of discovery to assess the existing environment for adoption of new services. A RAG report will be created highlighting any risks.

Service Component: Benefits Evaluation

On completion of works, a benefits evaluation will be completed to assess deliverables against objectives, including:

Financial
Operational
Customer

Service Component: Gateway Reviews

Projects are delivered in a phased approach with gateway reviews throughout and at critical points.

Service Component: Project Management

Project management is a combination of Prince II and agile, with standard tools being used to deliver and track activities and on initiation agreement with key stakeholders involved in the project on:

Risk Assessment/Risk Management
Action Logs
Issues Logs
Decision Logs
Communication Matrix
Quality metrics