

RM1557.15 (G-Cloud) - Service Definition Document



**Stephen Matthews &
Associates Limited**

Service Name:	Corporate Functions Commercial, HR and Finance Transformation Design, Build and Delivery Solutions
Service Description:	Our service provides comprehensive toolkits and resources that help corporate functions—such as HR, Finance, Commercial, Digital, Projects, and Property—implement standardised or tailored workflow solutions. These solutions integrate seamlessly with your organisation’s existing policies, guidance, forms, and templates within a unified system environment. Our reporting solutions enable functions to adopt consistent, configurable frameworks aligned with government standards. They connect directly to your organisation’s data operations, datasets, and documentation environments to support effective performance and compliance reporting. Our products and services cover the full lifecycle of functional operations, including: • Functional Planning and Reporting - Support for strategic planning, performance tracking, and outcome reporting. • Systems Management and Reporting - Tools to manage system configurations, integrations, and operational oversight. • Strategic Functional Processes and Transparency Reporting - Enablement of strategic initiatives with built-in transparency and accountability reporting. • User Lifecycle Management - Onboarding, role management, and offboarding processes with associated reporting. • Transactional Process Management - Support for day-to-day operational transactions and related reporting. • Compliance and Assurance Reporting - Tools to manage compliance activities and generate assurance reports aligned with regulatory and policy requirements.

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On-boarding support:	Available
Off-boarding support:	Available
Configuration:	Available
Service Availability:	9 to 5 workdays
Business Continuity:	On Request
System and Tools:	O365 based SharePoint and PowerBI. Interfaces to strategic and transactional enterprise systems
Implementation plan:	On Request
Training:	Available on request
Free Trial:	2-hour virtual workshop (service catalogue clarification session)