



G-Cloud 15

Cloud Migration Planning Service Definition

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Versions

The versions of this document are shown in table one below:

Table one

Version	Version date	Reason for iteration	By whom
1.0	04 November 2025	First draft;	Sean Quigg (Comcentris)

1 Service Overview

Our **Cloud Migration Planning Service** provides public sector organisations with expert guidance, assessment, and planning to successfully migrate applications, infrastructure, and data to cloud environments.

The service ensures that every migration is **strategically aligned, risk-managed, and cost-optimised**, supporting a smooth transition to cloud platforms such as **AWS, Microsoft Azure, Google Cloud Platform**, or **UK Government-approved cloud providers**.

We combine **technical expertise, best-practice frameworks** (e.g., NCSC Cloud Security Principles, ITIL, and ISO 27001), and **proven methodologies** to deliver a secure and efficient migration roadmap.

2 Service Features

- **Cloud Readiness Assessment**
Evaluation of existing IT assets, workloads, and dependencies to determine cloud suitability.
- **Cloud Strategy and Roadmap Development**
Definition of migration objectives, target architecture, timelines, and governance models.
- **Total Cost of Ownership (TCO) and Business Case Analysis**
Financial modelling, ROI analysis, and budget forecasting for cloud adoption.
- **Security and Compliance Assessment**
Alignment with UK Government, NCSC, GDPR, and ISO 27001 security standards.
- **Application and Data Discovery**
Dependency mapping and data classification to inform migration sequencing.
- **Migration Approach and Methodology**
Development of detailed migration plans — including rehost, refactor, rearchitect, or replace strategies.
- **Risk and Impact Assessment**
Identification and mitigation planning for potential technical, operational, and compliance risks.
- **Cloud Platform Selection and Design**
Vendor-neutral advice on suitable platforms, configurations, and hybrid/multi-cloud options.
- **Change and Stakeholder Management**
Engagement with business and technical stakeholders to ensure alignment and adoption.
- **Knowledge Transfer and Handover**
Documentation, training, and capability uplift for client teams.

3 Service Benefits

- Reduces migration risk through structured planning and expert oversight.
- Ensures compliance with UK Government cloud and security standards.
- Provides clear, costed roadmaps and timelines for migration execution.
- Enhances organisational readiness for cloud adoption.
- Improves long-term efficiency, scalability, and resilience of digital services.
- Enables informed decision-making with transparent cost and risk analysis.

4 Service Options

We offer flexible engagement models:

- **Discovery and Assessment (Short-Term Engagement)** – Ideal for initial cloud readiness analysis.
- **Comprehensive Migration Planning (End-to-End Engagement)** – Full strategy, roadmap, and governance framework.
- **Specialist Advisory Support** – Expert input on specific technical or compliance challenges.

5 Deliverables

Typical deliverables include:

- Cloud Readiness Assessment Report
- Migration Strategy and Roadmap Document
- Target Cloud Architecture Blueprint
- Risk and Compliance Register
- Business Case and Cost Model
- Implementation Plan with Work Packages and Timelines
- Handover and Training Documentation

6 Technical Approach and Methodology

Our methodology aligns with industry best practices such as:

- **Cloud Adoption Frameworks** (AWS CAF, Azure CAF, Google Cloud Adoption Framework)
- **NCSC Cloud Security Principles**
- **ITIL v4** and **PRINCE2** project management standards
- **Agile delivery methods** for flexibility and speed

The process typically includes:

- Discovery and Assessment
- Cloud Strategy and Design
- Migration Planning and Risk Mitigation
- Governance and Compliance Alignment
- Knowledge Transfer and Sign-Off

7 Onboarding and Offboarding

- **Onboarding:** Initial consultation, discovery workshops, and data collection.
- **Offboarding:** Final handover of documentation, data, and recommendations to ensure full knowledge transfer and continuity.

8 Service Management

- Dedicated project manager and technical lead.
- Regular progress reporting, stakeholder meetings, and risk reviews.
- Use of collaborative tools such as Jira, Trello, or MS Project for transparency.
- Governance aligned with client reporting and audit requirements.

9 Service Levels

- **Response time:** within 1 working day.
- **Project delivery:** milestones and timelines defined in the Statement of Work (SoW).
- **Issue escalation:** structured escalation path up to senior management.

10 Training and Knowledge Transfer

- Optional on-site or remote training sessions.
- Handover workshops to ensure customer teams can manage the cloud environment post-engagement.
- Access to migration playbooks and best-practice documentation.

11 Security

- ISO 27001 and Cyber Essentials aligned processes.
- Data handling compliant with GDPR and UK Government data protection policies.
- Secure collaboration via encrypted channels and government-approved platforms.

12 Termination Terms

- Service can be terminated by either party with a defined notice period (typically 30 days).
- All work completed up to termination will be documented and transferred to the client.
- No lock-in or proprietary dependencies.