



Cloud Migration Planning and Readiness Service

Service Definition

1. Service Overview

The Cloud Migration Planning and Readiness Service provides structured consultancy support to help public sector organisations assess migration readiness, define transition strategies, and manage risk when moving services to cloud environments.

The service focuses on planning, governance, and architecture design rather than technical ownership of platforms. It enables controlled cloud adoption while protecting operational continuity, compliance posture, and organisational confidence.

2. Service Scope

The service supports:

- Migration readiness assessments
- Capability and gap analysis
- Enterprise architecture review
- Migration strategy design
- Risk identification and mitigation planning
- Delivery roadmapping
- Governance alignment
- Dependency and integration mapping
- Stakeholder engagement workshops
- Formal migration documentation

The service does not perform technical migration execution unless separately agreed under a delivery engagement.

3. Service Features

- Structured readiness assessment framework

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- Cloud capability maturity analysis
 - Architecture options evaluation
 - Risk modelling and mitigation planning
 - Migration roadmap development
 - Governance alignment workshops
 - Dependency and integration mapping
 - Stakeholder advisory sessions
 - Formal transition planning documentation
 - Continuous advisory support during planning
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4. Service Benefits

- Reduces migration risk
 - Improves decision-making confidence
 - Aligns cloud strategy with organisational goals
 - Identifies capability gaps early
 - Enables predictable transition planning
 - Protects continuity of critical services
 - Improves stakeholder governance
 - Clarifies architectural dependencies
 - Controls migration costs
 - Provides an actionable migration blueprint
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5. Onboarding and Engagement Approach

Engagement begins with discovery workshops and stakeholder interviews to understand the current estate, governance model, and operational objectives.

Buyers provide relevant architectural documentation, access to subject matter experts, and organisational context. A structured engagement plan is agreed before advisory delivery begins.

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Outputs are delivered through formal documentation and governance review sessions.

6. Service Management

The engagement operates under defined consultancy governance processes including progress reporting, milestone reviews, and escalation handling.

Advisory outputs are tracked against agreed deliverables. Buyers receive regular status reporting and review checkpoints.

Delivery is primarily remote unless onsite workshops are agreed.

7. Support Levels

Standard consultancy support is included within the engagement scope.

Enhanced advisory availability may be agreed for accelerated delivery schedules or high-risk programmes.

A dedicated migration advisory lead may be assigned for complex engagements.

8. Security and Compliance

The service operates within an ISO/IEC 27001-aligned governance framework. Advisory practices consider public sector security, compliance, and data protection requirements.

Migration recommendations align with recognised cloud security principles and operational governance standards.

9. Availability and Resilience

The service focuses on planning for resilient migration outcomes. Recommendations include availability modelling, continuity planning, and resilience architecture advisory.

Detailed resilience guidance is included in migration documentation.

10. Data Protection and Exit

Buyers retain ownership of all engagement outputs and documentation. At contract end, all working materials are returned or securely deleted as agreed.

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No buyer data is retained following engagement closure.

11. Constraints and Assumptions

The service assumes buyer cooperation, access to relevant documentation, and stakeholder availability. Outcomes depend on the accuracy of information provided.

Delivery is advisory and planning-focused rather than operational migration execution.

12. Commercial Model and Ordering

Services are delivered using transparent, effort-based commercial arrangements aligned to the published SFIA rate card. Buyers may select the pricing structure most appropriate to their operational needs.

Time and Materials

Services may be delivered on a time and materials basis using the SFIA rate card. Charges are based on effort expended and invoiced periodically in arrears. This model supports advisory and evolving planning engagements.

Fixed Capacity Engagement

Services may be delivered through an agreed fixed-capacity consultancy team for a defined duration, providing predictable advisory availability.

Statement of Work (Resource-Based)

Services may be delivered under a high-level Statement of Work using SFIA day rates. Weekly worksheets confirm advisory effort provided. Delivery is resource-based rather than outcome-based.

Expenses, where applicable, are agreed in advance and invoiced at cost. VAT is applied where required. Pricing assumes remote delivery unless onsite engagement is agreed.

Services are ordered through G-Cloud call-off procedures with scope confirmed prior to commencement.

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