

SERVICE
DEFINITION

CROWN COMMERCIAL SERVICE
G-CLOUD 15
LOT 3 - CLOUD SUPPORT

CLOUD READINESS ASSESSMENT AND MIGRATION PLANNING

TRANSFORMCX
LIMITED

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SERVICE OVERVIEW

The **Cloud Readiness Assessment and Migration Planning** service supports organisations to assess their readiness for cloud adoption and to develop a structured, evidence-based plan for migrating systems, data, and services to the cloud.

The service provides a clear understanding of current capability, constraints, risks, and dependencies, and produces a practical migration plan aligned to organisational priorities, governance requirements, and delivery capacity. It is typically used as a preparatory activity ahead of cloud migration or large-scale transformation programmes.

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WHAT THE SERVICE INCLUDES

The service includes a defined set of assessment and planning activities, proportionate to the agreed scope and organisational context.

Included activities

The service may include the following activities:

- Review of existing IT landscape, applications, and infrastructure
- Assessment of organisational cloud readiness across people, process, and technology
- Identification of technical, operational, and delivery constraints
- Application and workload categorisation to support migration planning
- Identification of risks, dependencies, and sequencing considerations
- Development of migration principles and assumptions
- Alignment of migration planning with business priorities and delivery timelines

Key outputs and deliverables

Outputs are documented and provided to the buyer and typically include:

- Cloud readiness assessment findings
- Application and workload assessment summaries
- Migration options and recommendations
- High-level migration plan and sequencing approach
- Identified risks, dependencies, and mitigation considerations
- Inputs to business cases or delivery planning

Deliverables are designed to be practical, proportionate, and usable for subsequent delivery phases.

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WHAT THE SERVICE DOES NOT INCLUDE

Unless explicitly agreed as part of the call-off, the service does not include:

- Execution of application or data migration activities
- Build or configuration of cloud environments
- Application development, refactoring, or testing
- Ongoing operational or managed services

These activities can be provided through related services procured separately where required.

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HOW THE SERVICE IS DELIVERED

The service is delivered using a structured and collaborative approach aligned to public-sector delivery and assurance expectations.

Typical delivery approach

Delivery is typically structured around the following stages:

1. **Initiation**
 - Confirm objectives, scope, and success criteria
 - Agree assessment approach and information requirements
2. **Discovery and assessment**
 - Review current systems, applications, and capabilities
 - Engage with stakeholders to validate findings
3. **Analysis and planning**
 - Assess readiness and migration options
 - Identify risks, dependencies, and sequencing
4. **Migration planning**
 - Develop a structured migration plan and recommendations
5. **Validation and handover**
 - Review outputs with stakeholders
 - Confirm next steps and follow-on activities

Engagements typically run from **2 to 6 weeks**, depending on scope and complexity.

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SERVICE LEVELS AND SUPPORT OPTIONS

This service is delivered as a time-bound assessment and planning engagement and does not include ongoing operational or support services as standard.

Where required, delivery support or managed services can be agreed separately in line with standard service offerings.

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SECURITY, COMPLIANCE AND ASSURANCE

Security and compliance considerations are addressed as part of the readiness assessment and migration planning activities, including:

- identification of security and data protection considerations
- assessment of regulatory or policy constraints
- alignment with organisational security and governance requirements

The service supports assurance through documented findings, traceable assumptions, and structured review of outputs.

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ONBOARDING AND EXIT

Onboarding

At the start of the engagement:

- objectives, scope, and success criteria are confirmed
- required inputs and stakeholder availability are agreed
- a delivery plan and timetable are established

Exit and handover

At completion:

- all agreed assessment outputs and plans are provided
- findings and recommendations are explained in a handover session
- clear guidance is provided on next steps and delivery options

This enables the organisation to proceed confidently to migration delivery.

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COMMERCIAL MODEL

The service is typically delivered on a **fixed-scope** or **time-and-materials** basis, agreed at call-off.

Scope, deliverables, and timelines are confirmed prior to delivery. Any changes to scope are managed through agreed change control.

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WHY CHOOSE THIS SERVICE

This service provides:

- a structured and evidence-based view of cloud readiness
- practical migration planning aligned to organisational priorities
- clarity on risks, dependencies, and sequencing
- outputs suitable for governance, assurance, and decision-making

The emphasis is on reducing uncertainty and enabling informed migration decisions.

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NEXT STEPS

To engage this service:

1. Confirm objectives and systems in scope
2. Agree assessment approach and commercial model
3. Schedule initiation and discovery activities

The service will be tailored to reflect organisational context and delivery needs.