

## **Service Definition Document**

### **Cloud Transition Delivery Assurance**

#### **G-Cloud 15 – Lot 3**

##### **1. Service overview**

The **Cloud Transition Delivery Assurance** service supports organisations to provide independent assurance over cloud transition and migration activities. The service focuses on reviewing delivery progress, identifying risks and issues, and providing objective recommendations to support successful, controlled cloud transitions.

The service is typically used to provide confidence to senior stakeholders and governance bodies during cloud migration or transformation programmes, ensuring delivery remains aligned to objectives, standards, and assurance expectations.

##### **2. What the service includes**

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

##### **Included activities**

The service may include the following activities:

- Review of cloud transition plans, schedules, and delivery approaches
- Assessment of delivery governance, controls, and reporting
- Review of risk, issue, and dependency management
- Assessment of technical readiness and migration progress
- Review of security, compliance, and assurance evidence
- Identification of delivery risks and improvement actions
- Provision of independent assurance findings and recommendations

##### **Key outputs and deliverables**

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

- Delivery assurance findings and assessments
- Identified risks, issues, and dependencies
- Recommendations for delivery improvement
- Assurance reports aligned to governance needs
- Inputs to programme and senior stakeholder reporting

Deliverables are designed to support informed decision-making and delivery control.

### **3. What the service does not include**

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

- Direct management or delivery of migration activities
- Responsibility for programme or project outcomes
- Ongoing programme management or operational support
- Formal audit or accreditation activities

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

### **4. How the service is delivered**

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

#### **Typical delivery approach**

Delivery is typically structured around the following activities:

#### **1. Assurance planning**

- Confirm assurance objectives and scope
- Agree review criteria and reporting approach

#### **2. Review and assessment**

- Review plans, artefacts, and delivery evidence
- Engage with delivery and stakeholder teams

#### **3. Analysis and findings**

- Assess delivery status and risks
- Identify gaps and improvement actions

#### **4. Reporting and feedback**

- Produce assurance reports
- Present findings and recommendations

Assurance activities may be delivered as a one-off review or as periodic reviews over the transition lifecycle.

### **5. Service levels and support options**

This service is delivered as an assurance engagement and does not include operational support services.

Frequency, reporting format, and engagement cadence are agreed at call-off in line with governance requirements.

## **6. Security, compliance and assurance**

Security and compliance considerations are addressed as part of assurance activities, including:

- review of security and compliance evidence
- alignment with organisational policies and regulatory requirements
- consideration of assurance and audit readiness

Assurance is supported through objective assessment, documented findings, and clear recommendations.

## **7. Onboarding and exit**

### **Onboarding**

At the start of the engagement:

- assurance objectives and scope are confirmed
- documentation and stakeholder access are agreed
- an assurance plan and timetable are established

### **Exit and handover**

At completion:

- assurance findings and reports are provided
- recommendations are discussed with stakeholders
- next steps and follow-on assurance activities are agreed

This supports effective governance and decision-making.

## **8. Commercial model**

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

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

## **9. Why choose this service**

This service provides:

- independent assurance of cloud transition delivery
- early identification of risks and issues
- improved confidence for senior stakeholders
- alignment with public-sector governance expectations

The focus is on controlled, well-governed cloud transitions.

## **10. Next steps**

To engage this service:

1. Confirm assurance objectives and scope
2. Agree delivery approach and reporting requirements
3. Schedule assurance activities

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