

Use Case Prioritisation & Delivery Roadmap

Service Definition

Supplier	ADVANTIQ
G-Cloud Framework	G-Cloud 15
Lot	Lot 3 - Cloud Support
Version	v1.0
Date	30 January 2026
Service name	Use Case Prioritisation & Delivery Roadmap

1. Service overview

Use Case Prioritisation & Delivery Roadmap is a time-boxed consultancy service to help Buyers decide what to deliver first and how to sequence delivery. It establishes a prioritisation approach, confirms dependencies, and produces an actionable roadmap to guide delivery and governance.

2. Intended outcomes

- A clear, agreed prioritised backlog of AI use cases for the selected business area.
- A delivery roadmap showing sequencing over near-term and medium-term horizons.
- Clarity on dependencies, risks, and readiness items required to start delivery.
- A high-level delivery plan including suggested workstreams and decision points.
- Improved alignment between business, technical and governance stakeholders.

3. What is included

This service typically includes the following activities (within the agreed timebox):

- Kick-off session to confirm objectives, scope boundaries, horizons and working arrangements.
- Workshop(s) to confirm candidate use cases, evaluation criteria and scoring approach.
- Prioritisation and sequencing based on value, feasibility, risk and dependencies.
- Identification of enabling activities (for example: data readiness, governance, operating model tasks).
- Creation of an initial delivery roadmap and high-level plan.
- Draft roadmap review, with limited iterations to finalise.
- Playback session to present the roadmap and recommendations to nominated stakeholders.

4. Deliverables

Deliverables are provided in editable formats unless the Buyer requests otherwise:

- Prioritised use case backlog and scoring model.

- Delivery roadmap (for example: 90-day plan plus 6-month horizon).
- Dependencies and assumptions log (including open questions).
- High-level delivery plan (workstreams, milestones, decision points).
- High-level risks and mitigations register.

5. Typical timeframe and effort

The service is normally delivered over 1 to 2 weeks. The roadmap horizon is capped (for example, 90 days and 6 months), subject to stakeholder availability and timely access to required inputs.

- Timeboxed delivery with a defined scope agreed at kick-off.
- Covers one business area unless agreed otherwise at the start.
- One prioritisation workshop and one playback session included.
- Up to 2 iterations of the roadmap outputs included within the timebox.

6. Buyer responsibilities

To deliver the service effectively, the Buyer is expected to:

- Nominate a single point of contact for scheduling, decisions and access to stakeholders.
- Provide access to business and technical stakeholders for workshops and reviews.
- Provide existing documentation (for example: strategy, KPIs, constraints, current initiatives) that informs prioritisation.
- Review draft deliverables and provide feedback within agreed timescales.

7. Supplier responsibilities

- Plan and facilitate workshops and capture decisions and rationale.
- Develop and maintain a clear scope, assumptions list and decision log.
- Produce the deliverables described in Section 4 within the agreed timebox.
- Maintain appropriate confidentiality and handle information securely.

8. Service constraints and exclusions

The following are out of scope unless explicitly agreed in writing:

- Detailed solution design, technical architecture, or hands-on build and implementation.
- Detailed business analysis across multiple business areas unless agreed at kick-off.
- Formal assurance, certification or legal advice.
- Extensive rework caused by late changes to scope, missing inputs or delayed stakeholder availability.
- Activities requiring on-site attendance (unless separately agreed).

9. Working arrangements

- Delivery is normally remote (UK time).
- Workshops are conducted via video call and collaboration tools agreed with the Buyer.

- Where required, on-site sessions can be considered by agreement (travel and expenses would need to be agreed separately).

10. Security and data protection

This service is designed to rely primarily on existing information and aggregated operational data. The Buyer should avoid sharing unnecessary personal data. Where personal data is required, the parties will agree appropriate handling arrangements consistent with UK data protection legislation.

- Information is handled on a need-to-know basis and stored securely.
- Deliverables are provided to the Buyer and any copies retained by the Supplier are deleted or returned on request, subject to legal or regulatory retention requirements.

11. Acceptance and exit

Acceptance is achieved when the Supplier has delivered the agreed deliverables and completed the final playback session. At completion, the Supplier will provide the final versions of deliverables and hand over any working files.

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