

**FLEXIBLE PROJECT AND
PROGRAMME
MANAGEMENT
SUPPORT SERVICE**

G-CLOUD 15

INTRODUCTION

In undertaking any transition or transformation project such as migration of services to the Cloud or between Cloud services, it is important to professionally manage the change activities to ensure services meet the desired objectives and that value for money is delivered.

SERVICE OVERVIEW

Our Flexible Project and Programme Management Support Service has been developed to support buyers across the project and programme management elements of transition and transformation projects. We will work with your teams to identify capability and capacity shortages and develop a flexible bespoke support package to complement the in-house resources to deliver these.

We will typically start with business analysis services to understand the requirements and model the current and future state to understand the scale and scope of the transition programme, which may encompass technical and non-technical changes. We may support development of a business case for the change and will initiate the transition project. Through the project we will manage resources, risks, issues, assumptions and dependencies. For Agile projects, we will oversee the cycle of ceremonies including Sprint Planning, Daily Stand Ups, Sprint Reviews and Sprint Retrospectives. For PRINCE2 projects, we will plan and manage the stages together with exception planning and checkpoint reporting. We can also undertake Delivery Management for digital projects.

We will manage stakeholders throughout the project, ensuring they are kept informed of progress and any issues. We will also manage benefits modelling and realisation. For larger projects, we can also develop governance structures and run project and programme management offices.

We will always seek to optimise the use of in-house resources to promote value for money, complementing these with our team members to add to capacity and capability. Our team members will typically have appropriate project management qualifications and certifications such as Scrum Masters, Agile Certified Practitioners, PRINCE2. They will usually have experience working within your particular sector or the wider public sector, and will bring knowledge of best practice from across the sector.

ON-BOARDING AND OFF-BOARDING

At the start of each engagement, we will work with your team to define specific work packages with agreed objectives and/or deliverables, expected timescales, required skillsets and number and levels of resources. We will then draw on our flexible pool of high quality associates to identify a team who meet your specific needs. We will provide them with a clear briefing on the project, the background to the work and the objectives and deliverables. We will then introduce them to your team to further scope and plan the work activities.

Our flexible model allows us to adjust our team rapidly to meet any changes to the requirements that emerge during the engagement. We typically hold a review meeting with your project lead at least monthly to confirm the current team or identify any required changes. We can generally off-board resources or adjust the skills mix within five to ten working days.

SERVICE CONSTRAINTS

Most assignments under this service are likely to be between one and five team members. Due to the nature of our flexible resourcing model, we can resource teams of any size in relatively short notice. We are not constrained by typical consultancy models where senior resources usually work across multiple assignments; we can provide senior resources committed specifically to your project for the duration of the work, and in many cases we can redeploy them on future engagements to provide continuity.

SERVICE LEVELS

All customers are provided with contact details for our Chief Consulting Director for ordering or to raise any issues or concerns during working hours and out-of-hours as needed. We aim to respond to any requests for new engagements or changes to existing engagements the same working day, with any new resources typically deployed within five working days. All team members work professional days, typically eight hours exclusive of travel and lunch.

ORDERING AND INVOICING PROCESS

After you have identified the required service that you wish to procure from us, the first step is to contact us to outline your requirements and for us to confirm that we are able to assist you. During this we will also agree the outline scope and understand the numbers of resources, their levels and the expected duration. This information can then be used to populate the G-Cloud Order Form. Upon request, we can support with drafting the core elements of the Order Form in line with our agreement with you and provide this for you to review and complete any additional elements before submitting it to us. Upon signature of the Order Form by both parties, a contract is formed.

The G-Cloud Order Form will define the invoicing frequency, which will typically be monthly in arrears, and the basis for the charge which will typically be time and materials. We will issue you with invoices electronically with payment within 30 days unless otherwise agreed.

TERMINATION TERMS

We have designed the service to be as flexible as possible. Services will often finish on agreed dates and/or when the required deliverables have been provided. However, if you wish to terminate services earlier for convenience, we will seek to accommodate this. We would appreciate as much notice as possible, with a minimum of ten working days, to allow us to redeploy our team members.

BUYER RESPONSIBILITIES

You will be responsible for providing access to any IT systems and any equipment needed to access it to deliver the services. Where our team works on your site, you will need to provide any necessary passes or access cards, together with appropriate office space and other facilities for working. You will be responsible for briefing team members on any local health and safety requirements, security and environmental policies.

We will expect you to provide a member of staff to coordinate the engagement with our team members, including agreeing work plans, arranging introductions and meetings with other parts of your organisation or third party suppliers as appropriate and signing off deliverables.

We will ensure that all team members deployed have undertaken vetting equivalent to BPSS. If SC or CTC cleared team members are required, we will endeavour to provide resources who already possess this clearance, but you will be responsible for holding the clearance. If any team members require clearance to SC or CTC level and do not possess this already, you will be responsible for sponsoring any required clearances.