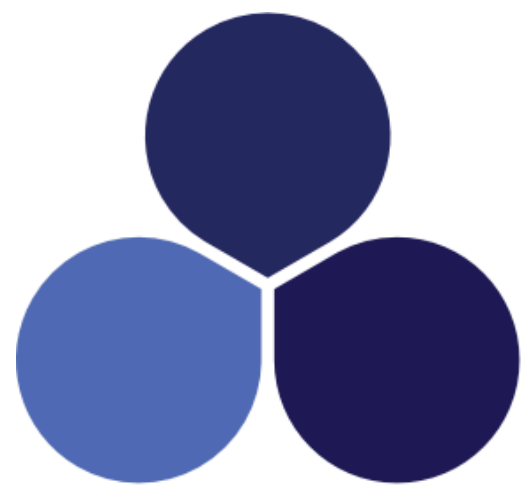




Day1
People

Project Support Service

G Cloud 15
Service Definition



Service Definition

Our project support service supplements and integrates effortlessly with your existing systems and reporting structures, ensuring seamless operation and quick implementation.

Our Project Managers follow defined template structures and use formal artefacts to produce clear migration plans for each project. They address all functional and operational needs, including architecture definition, data mapping, transition planning, acceptance testing, and change management for your teams. Each plan begins with a detailed assessment of the current state and identifies all technical and organisational dependencies needed for a seamless transition. We use project management tools to map each stage and document all dependencies, risks, and actions.

Responsibilities and accountabilities are set out at every phase of the plan, including for data migration, final testing, cutover, and post-migration support.

The plan lists all named contacts, including Project Sponsor, Project Manager, technical leads, and transition managers who are each accountable for delivery milestones. We define project governance through regular check points, progress updates, and escalation paths, ensuring all reporting lines are established and quality gates enforced. This approach enables effective coordination, risk management, and communication between all operational and technical teams.

Every step prioritises efficiency and seamless integration.

Features

- End-to-End Planning and Project Delivery
- A Delivery Manager with a minimum of a PRINCE2
- Detailed Project Reporting
- Quality Management based on ISO9001 principles

Benefits

- Increased Efficiency
- Enhanced effectiveness in delivery
- Better Flexibility
- Improved Risk Management
- Strengthened accountability



Delivery Approach

Schedule Management

A maintained project schedule supported by regular review meetings to monitor progress and manage update.

Risk Management

A risk register and periodic reporting, supported by reviews, summarising overall project risk exposure.

Budget Management

A maintained cost profile with reporting on expenditure to date and forecast cost to complete.

Quality Management

A quality management plan supported by defined, project-specific implementation measures.

Delivery Management

A defined schedule of milestones to support formal acceptance

Opportunity Management

A managed opportunities register that identifies and assesses initiatives to reduce cost or accelerate progress

Risk Mitigation

Reporting that defines high-level mitigation actions to prevent risks from materialising as issues.

Governance

Structured meeting management, clear accountability, and defined escalation routes

Stakeholder Management

A Stakeholder Management plan that defines information requirements, responsibilities and communication timing.

Issue Management

Reporting that defines high-level actions to minimise cost impact and schedule delay from arising issues.

Requirements Management

A maintained checklist which demonstrates compliance with customer requirements and manages change

Our Delivery Managers function as a effective team, adeptly applying recognised best practice methodologies tailored to each unique project they undertake. They possess a broad comprehension across disciplines, enabling them to address diverse project challenges holistically. These managers utilise industry-standard tools and approaches, such as Agile or Waterfall methodologies, ensuring adaptability regardless of sector or project scale.



About

Day 1 People: Experts in Managed Services

At Day 1 People, our mission is to help clients achieve visible, measurable improvements in efficiency and effectiveness across campaigns, tender development, and project management. This is achieved through applying best practice methodologies, tooling and processes which transform complex challenges into practical solutions.

Campaign & Capture Management

Campaign and capture services aligned to best-practice methods and tooling. We can either deploy our approach on a turn-key basis, or tailor to work with your existing processes.

Bid Management

Experienced bid management services that align with Shipley Best Practice using templates and processes to ensure efficient, productive proposal development that increases PWin.

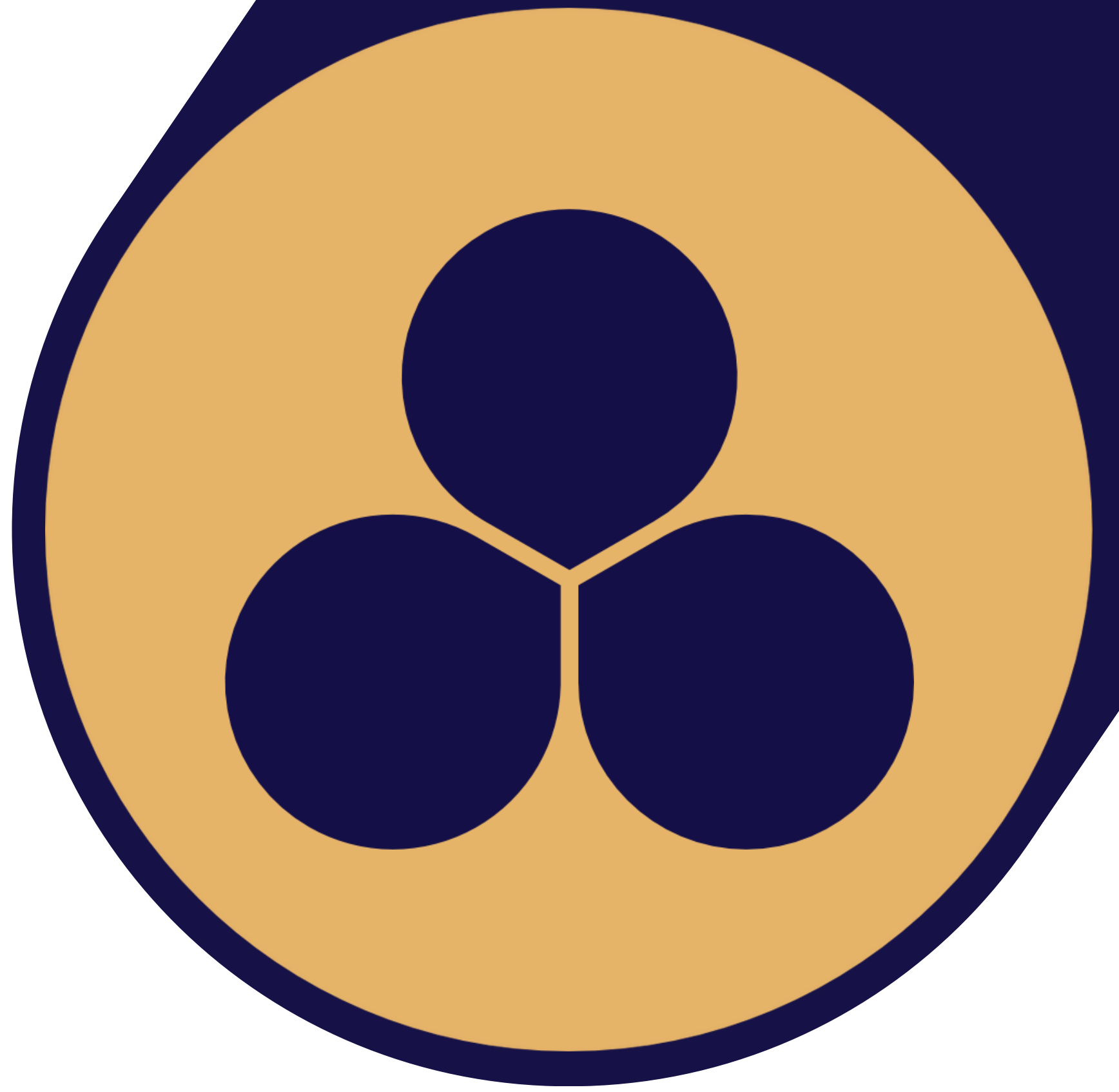
Collaboration

Highly experienced in ISO 44001 Collaborative Business Relationship Management Systems and provide support managing in-delivery collaboration, acquiring ISO 44001 accreditation, and integrating best-practice into solutions and proposal development.

Project, Programme and Portfolio (P3M) Management

A range of project management skills, experience and personnel for the delivery and turnaround of small projects, large complex programmes, and portfolios.





Ready to go from Day 1