AVANTIS PERFORMANCE

LOT 3
WORKFORCE PLANNING

Workforce Planning

WHY AVANTIS

We specialise in helping organisations in secure and public sector environments solve complex business and digital problems. Experts in critical decision making we deliver robust business and digital solutions.

Through our business advisory and consultancy services we develop innovative digital solutions, de-risk your delivery, develop talented workforces, transform business capabilities and support your business. Our expert consultants don't simply deliver transformational success, they future-proof your projects. In everything from Business Analysis & Requirements, Decision Support, Procurement, P3M and project controls to learning and development, we give your teams the skills they need..

DELIVERY APPROACH

Our approach places people at the heart of workforce planning while applying a structured, systematic method to workforce data analysis. We build a clear, evidence-based understanding of your current workforce through analysis of composition, skills, and professional frameworks. From this we can understand the make-up of your workforce, the capabilities, strengths.

We work with your teams to define the workforce of the future. This includes developing and refining organisational Functions and Professions, and using external workforce market insight and forecasting to refine your future workforce model.

We work with you to design a bespoke workforce planning process tailored to your organisation's maturity, culture, and operating environment. This includes creating a workforce planning strategy and building the processes that support effective workforce deployment. Our approach is structured, repeatable, and designed to build internal capability rather than dependency. We ensure workforce planning is not a standalone activity but integrated with Recruitment, Learning & Development, and Change and Transformation plans. This alignment creates a coherent, end-to-end people strategy where workforce demand, talent development, and organisational change all work together. Throughout, we work collaboratively with your people, ensuring that the insights, solutions, and processes we develop are tailored and owned by your organisation.

Workforce Planning

SERVICE DESCRIPTION

Our workforce planning services are built on years of experience working with large public sector organisations, often supporting operationally challenging environments, We bring our clients clarity and insight enabling them to increase the speed and quality of critical decisions about their workforce.

Through careful analysis and evidence-based planning and forecasting, we facilitate both day to day workforce decision making as well as strategic workforce planning spanning up to a decade.

SERVICE FEATURES AND BENEFITS

Features:

- Workforce composition analysis.
- Skills mapping and evaluation.
- Professional framework evaluation and alignment.
- Development of organizational Functions and Professions.
- External workforce market analysis and forecasting.
- Bespoke workforce planning process development and implementation for your organization.
- Workforce planning strategy development.
- Workforce deployment process development and implementation.
- Integration of workforce plan with Recruitment, L&D, Change and Transformation plans and strategies.

Benefits:

- Improved ability to make better informed recruitment decisions
- Reduction in resourcing and delivery skills related risks
- Increased ability to plan and resource long term projects and programmes
- Increased understanding of workforce skills and capabilities
- Provides long term career planning and management opportunities
- Increased understanding of long-term resource costs
- Increased effectiveness of workforce deployments (doing more with less)

Workforce Planning

ASSUMPTIONS & DEPENDENCIES

Detailed assumptions and dependencies will be assessed on an individual contract basis and form part of our proposal to a Statement of Requirement.

AVANTIS G-CLOUD SERVICES

Agile Advisory and Delivery	Digital Project and Programme Management Office (PMO)
Asset Management	Digital Transformation
Benefits Management	Innovation
Business Analysis & Requirements Management	Integrated Test, Evaluation and Acceptance
Business Case Development, Approvals and Decision Support	Network Services
Change Management	Obsolescence Management
Cloud & Network Migration	Options Analysis and Decision Support
Cloud Exploitation	P3M Maturity Assessment
Cloud Procurement Strategy	Project, Programme and Portfolio (P3) Controls (P3C)
Coaching, Skills Development & Knowledge Transfer	Project, Programme and Portfolio Management (P3M)
Contract & Tender Management	Project and Programme Planning & Scheduling
Contract Negotiation	Risk, Issue and Opportunity Management
Cost Estimating, Cost Modelling and Finance	Secure by Design
Cyber Security and Cyber Resilience	Service Management
Data Analysis and Management	Target Operating Model Definition & Organisational Design
Delivery Management	Training Needs Analysis & Development Mapping

ORDERING AND INVOICING

Avantis will require a signed Purchase Order before work commences.

We typically define a mutually agreed Milestone Payment Plan (MPP) as part of the onboarding process, based on deliverables.

Invoices are raised monthly in arrears in accordance with the MPP and are payable within 30 days of receipt.

Avantis is able to use the MOD's CP&F electronic purchasing system.

SERVICE LEVELS AND SUPPORT HOURS

We provide a nominated Delivery Manager to be the single point of contact for the contract.

Avantis will use Key Performance Indicators (KPIs) to monitor the quality of work. These will be agreed for each assignment, and include performance metrics relating to Quality, performance, responsiveness and management.

Our staff will be available to support you on-site or remotely, as required for the duration of the contract during the normal business day. Nominally this is an eight-hour day between 8am and 6pm, Monday to Friday, excluding Public Holidays. Support outside these hours can be arranged by negotiation.

AFTER-SALES SUPPORT

We will conduct a Post Project Review to assess how well the delivered outcomes have provided the expected. We openly discuss any concerns or follow up actions and answer queries.

Workforce Planning

ONBOARDING AND OFFBOARDING

We tailor our onboarding to each customer requirement, which starts at the tendering stage to determine IT, security clearance, sites access, Handover/Takeover and project delivery requirement. We use this to inform our onboarding plan, which is reviewed and agreed with each customer on commencement. We will actively manage onboarding of each resource to ensure they are able to deliver value a quick as possible.

Prior to the end of our engagement we will plan our exit, preparing to ensure that our customers are able to maintain service delivery after we exit. We work with all stakeholders to enable a smooth transition, providing handover documentation and artefacts to preserve critical knowledge and information. Our offboarding process will ensure our customers are satisfied with Avantis' performance and delivery.

We will undertake a close-down meeting to ensure all contractual obligations have been met, deliverables are signed off and service delivery is maintained, including ensuring that knowledge transfer has been undertaken and relevant staff have been upskilled.

IMPLEMENTATION AND PLANNING

Avantis' implementation planning starts at the bidding phase and more detailed on notification of contract award.

We undertake an assessment of your requirements, determine the scope of work, together with the risks, assumptions and dependencies to create a realistic draft implementation schedule. We will develop work packages, underpinned by a detailed Work Breakdown Structure, which will enable monitoring and management of the tasks. We will continually mature our plan to include:

- Resources required to deliver the outcomes of each work package
- Detailed mapping of each deliverable and milestone
- Reporting and meeting drumbeat
- Payment and quality milestones
- Any other plans, such as security and quality.

Our proven approach will enable our delivery to the expected quality within timescales required.

Avantis will assess and manage risks, issues and dependencies. We will share our assumptions and work with you to ensure our delivery and enable you to realise maximum benefit.

For pricing information, please see our **Pricing Document**.


AVANTIS
PERFORMANCE
SIMPLIFY THE COMPLEX,
DELIVER THE EXTRAORDINARY
+44 (0) 1225 941143
frameworks@avantisperformance.com
www.avantisperformance.com