



Q2 Estates and Facilities Management System G-Cloud 15 Service Definition

30th January 2026

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1. Introduction

This document sets out the services that will be provided within the G-Cloud 15 Software as a Service (SaaS) to supply and support the Q2 Estate and Facilities Management System.

Q2 straddles two G-Cloud 15 service categories within the enterprise resource management group:

- Asset life-cycle management
- Project and portfolio management

Both categories are used because:

- Project management is one of the many modules that are available in Q2 as described in section 3. This can be rolled out as a stand-alone module or as part of the wider system.
- Asset life-cycle management encompasses all of the modules in Q2 (including Project Management).

2. Service and Deployment models

G-Cloud 15 model for Q2: Cloud Software as a Service (SaaS)

This provides users with the capability to use the Q2 application running on a cloud infrastructure. The application can be accessed from a desktop PC, tablet computer or smart phone through a web browser. Mobile applications are downloaded from the Google Play Store (for Android) and App Store (for Apple/iOS).

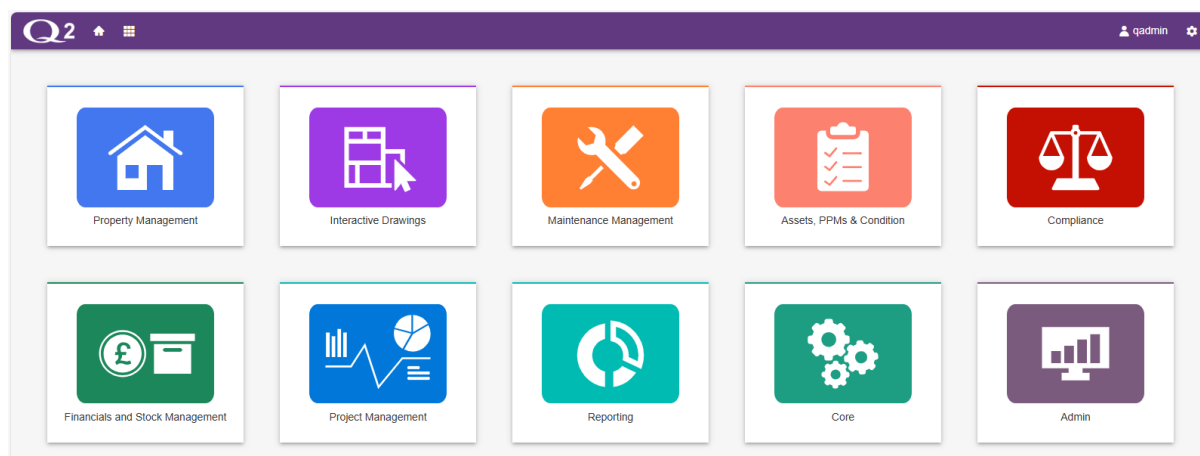
Deployment model: Public Cloud

This model provides utility computing that's available to individuals, public and private sector organisations. The service is non-geographically specific and can be accessed wherever there is an Internet connection.

3. Functional overview

Q2 Estates and Facilities Management System is a powerful, comprehensive system that combines IWMS (integrated workplace management systems) and CAFM (computer aided facilities management) functionality into a single integrated solution.

The structure of main and sub-dashboards gives a user-friendly method of navigating the system. All of our modules are available within ten main module categories as shown in the screenshot below:



The benefits of Q2 include:

- Modern, user friendly dashboards for ease of navigation
- Intuitive user interface with a consistent look and feel throughout the system
- A shared API, allowing integration with third party systems to give a single source of the truth for each data item
- Calendar views that give important date sensitive information to users
- Resource scheduling allowing reassignment of work across individuals and / or dates
- Flexible reporting tools and quick / easy exports of relevant data
- Easily accessible graphical information giving KPIs for each module
- Workflow tools that allow users to appropriately route jobs of different types
- Adaptable process flows allowing savings in user time and costs
- Comprehensive functionality and features within each module
- A focus on compliance with buildings legislation
- Modules that can be used by various departments across the organisation for managing requests, jobs, projects, assets and other aspects of their workload

Q2 can be procured module by module so that the system is tailored to client need both initially and over time. The table below shows the modules and resources that are available within Q2. Section 6 of this document gives the 'Q2 Development Roadmap' which provides details of current and future developments.

Ref	Operational area / modules
1	Q2 Property Management
1.01	Q2 Space management
1.02	Q2 Space returns (an online space auditing tool)
1.03	Q2 Lease management
1.04	Q2 Space and Asset Importer
1.05	Q2 Space Surveys
2	Q2 Interactive Drawings
2.01	Q2 CAD Links and interactive drawings:
2.01.01	Space Management Interactive drawings
2.01.02	Helpdesk Interactive drawings
2.01.03	Asbestos Management Interactive drawings
2.01.04	Hazard Management Interactive drawings
2.01.05	Property Portfolio Interactive drawings
2.01.06	Asset Management Interactive drawings
2.02	Q2 Drawing PDFs (self-service drawing library)
3	Q2 Maintenance and Facilities management
3.01	Q2 Helpdesk
3.02	Q2 Helpdesk - Welsh Language Act compliance
3.03	Q2 2nd and subsequent Q2 Helpdesk (eg. where different configurations are
3.04	Q2 Maintenance contracts
3.05	Q2 Resource Scheduler
3.06	Q2 Enhanced client feedback
3.07	Q2 Flexible Forms Functionality (eg. for Incidents, Accidents etc)
3.08	Q2 Mobile apps for helpdesk
3.08.1	Device independent helpdesk requestor app
3.08.2	Device independent job processing application
4	Q2 Assets, PPM and Condition
4.01	Q2 Assets
4.02	Q2 PPMs

4.03	Q2 SFG20 PPMs
4.04	Q2 Condition and Long term maintenance
4.06	Q2 Asset Importer
4.07	Q2 Asset & Space data importer
4.08	Uniclass 2015 conversion services
4.09	Q2 Uniclass 2015 importer
5	Compliance
5.01	Q2 Risk assessments
5.02	Q2 Permits to work
5.03	Q2 Incidents and accidents (via flexible forms in Helpdesk)
5.04	Q2 Asbestos Management
5.05	Q2 Asbestos Reinspections (Excel import template)
5.06	Q2 Asbestos Reinspections (Android app)
5.07	Q2 Asbestos data transfers
5.08	Q2 Risks and Hazards register
5.09	Q2 Hazard Management
6	Q2 Financials and Stock
6.01	Q2 Stock control
6.02	Q2 Financials
6.02.01	Q2 Recharges
6.02.02	Q2 Valuations
6.02.03	Q2 Contractor Costs Importer
8	Project Management
8.01	Project Management following Prince 2 Principals
8.02	Flexible forms for Project Management
7	Q2 Reporting
7.01	Q2 Property Portfolio (data analytics)
7.02	Q2 Flexible reporting
7.03	Q2 Central Reporting and Dashboards
8	Q2 Central resources
8.01	Q2 API/Integration module
8.02	Q2 User Management
8.03	Q2 Departments importer
8.04	Q2 People and Resources Importer
8.05	Q2 Contractor Management
8.06	Q2 Departments & Staff
8.07	Q2 Core Schedules
9	Q2 User authentication tools
9.01	Q2 Azure authentication interface
9.02	Q2 LDAP Authentication

Table 1: Q2 Modules and resources

Further documentation, videos and demonstrations are available on request.

4. Non-functional overview

This section gives details of the non-functional aspects of the Q2 Estates and Facilities Management SaaS System.

4.1 Information assurance

The Q2 System holds information relating to sites, buildings, assets and users. As such it does not generally hold official or sensitive information and we have not sought accreditation to do so. In the event that a potential client requires this level of information assurance, we would of course be prepared to go through the accreditation procedure.

4.2 Resilience

All customer data (including databases, files, media and audit logs) as well as is backed up nightly. In addition, the entire file system of all servers is also backed up nightly. In the event of a catastrophic server failure, a new server is provisioned and the last file system backup is used to restore the server. In the event of a customer-specific issue, databases or individual files can be restored to previous versions as necessary.

4.3 On-boarding and off-boarding

This section describes the processes and procedures that will take place at the beginning and end of any contract that is agreed under the G-Cloud 15 Framework.

On-boarding

During the on-boarding phase, Quantarc can provide a number of optional services:

- Consultancy
- User training
- Technical assistance
- Data entry (either manually or via a data script)
- Creation or updating of CAD drawings
- Surveys to collect data

These services are usually delivered in collaboration with the client and they can be delivered either on-site or off-site.

We use an adaptation of the PRINCE2 Project Management method. The roles, communication protocols and control points are illustrated below.

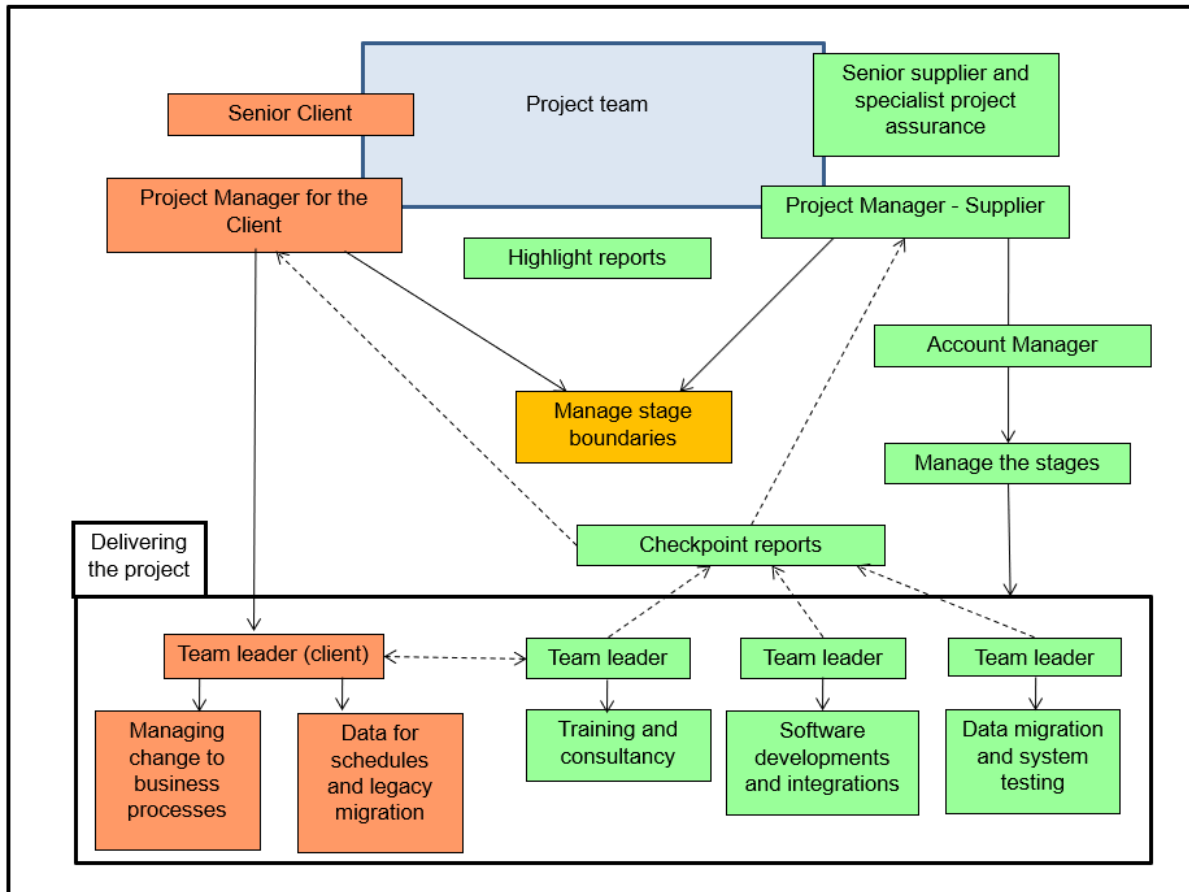


Figure 1: Quantarc project management, proposed team structure and processes

At the outset of the project, we will produce a project planning and control document. This will be a 'live' document that is used throughout the project and will include:

- The tender and contract documents
- The agreed Implementation Plan (a draft programme is attached);
- Health and safety risk assessments and method statements;
- Regular checkpoint Reports from each team leader;
- Highlight Reports from Quantarc's Project Manager to the Client's Project Manager and to the Project Team. This report will identify stage and project progress;
- Risk register which sets out the project risks, their likelihood and their potential impact on the commission;
- An Issues Log, to record the status and analysis of issues that arise during the project;
- The End of Stage report. This is used to get agreement from the Client's Project Manager and Project Team that we can move to the next stage;
- A Lessons Learned Log will be produced as the project progresses

This documentation is used to manage the project and to communicate effectively with the project team, the client and other stakeholders.

Fortnightly project progress meetings between key project team members are proposed. These will be held either on site or via Microsoft Teams.

In the project initiation phase, we will also identify and review:

- The project programme
- Any required integrations

- Any required developments
- The project resourcing that will be required

On completion of the on-boarding phase we will conduct a Project and Post Implementation Review.

Off-boarding (contract termination)

At the end of the contract, the system will be taken off line and all client data will be returned. Once the client confirms that all required data has been extracted or received from Quantarc, all client data will be destroyed.

The contract termination terms are set out in the Quantarc License agreement which is attached in the 'Terms and Conditions' section of this framework. An extract of the relevant section is given below.

- 16.1 *The Licensee may terminate the Licence by giving at least three months' prior written notice to the Licensor to take effect at the end of the Initial License Period or any of the Extension Periods specified at Appendix 1.*
- 16.2 *The Licensor may terminate the Licence by giving three months' prior written notice to the Licensee to take effect at the end of the Initial License Period or any of the Extension Periods specified in Appendix 1.*
- 16.3 *The Licence may be terminated forthwith by either party on written notice if the other party is insolvent or suffers any insolvency related event, in material breach of the terms of the Licence or in repeated breach (to include failure to meet milestones), or if continuation would cause a breach of regulatory requirements provided the breach has not been rectified within in a reasonable amount of time.*
- 16.4 *Termination of the Licence shall not prejudice any rights of either party which have arisen on or before the date of termination.*
- 16.5 *Within seven days(inclusive of weekends and bank holidays) following the date of termination the Licensee shall at the request of the Licensor return or destroy all copies, forms and parts of the Program and Documentation which are covered by this License and shall certify to the Licensor that this has been done and ensure that the Charges have been paid in full. If the Licensee fails to comply with this clause 16.5, they will on demand provide the Licensor with sufficient access to the Licensee's systems to procure the removal of the Program.*
- 16.6 *On termination for any reason, the Licensee shall have the sole responsibility for extracting any and all data, including but not limited to user data, configurations and any other information stored or processed within the Program and shall do so promptly following termination of this licence.*

In the context of clause 16.6, there are various options available to the client for data extraction on termination of the contract including:

- Client extraction of the data using tools within Q2
- Quantarc's scripting service for data extraction (this option is chargeable)
- Quantarc supplies the SQL database to the client in its entirety

4.4 Pricing

Pricing information is given in the 'Pricing Document' section of this framework.

4.5 Service management details

During the on-boarding stage, the service will be formally project managed as described in section 4.3 above.

On completion of the on-boarding stage, a designated account manager will be appointed to the ongoing contract. This person will be able to assist with queries and requests relating to the Q2 service and co-ordinate resources within Quantarc to further assist if necessary.

Where further module roll outs or data services are required, a new sub-project will be created and this would be delivered in accordance with the project management approach described in section 4.3.

4.6 Service constraints

The Q2 Estates and Facilities Management System is continually developed, maintained and upgraded. As functionality or features are deprecated, eg. due to changes in legislation, Quantarc will provide upgrades to make the necessary system changes.

As Quantarc rolls out new modules (see the PDF 'Q2 Development Roadmap' attached), these will also be made available within upgrades. Any modules that the client has procured will be available to the organisation whereas other modules will be displayed as available but not enabled.

Where customisations are required, some are available through the Q2 configuration options and flexible fields / forms. However, if your requirement falls outside the current scope of existing customisation options, Quantarc will provide a quotation for the specified developments.

Ongoing maintenance downtime on the Q2 service will be minimal. Routine planned maintenance tasks are completed outside normal office hours and downtime is usually around 10 minutes. Upgrades can also be timed to minimise operational disruption.

4.7 Service levels

This section sets out Quantarc's service level agreement, error correction processes, server uptimes and client responsibilities.

Service Level Agreement

Our standard service level agreement (see appendix 2 of license agreement in the terms and conditions section of this framework) includes:

- error correction
- updates
- new releases
- documentation
- hotline telephone or email support
- system enhancements for existing modules

The standard annual maintenance and support fee is based on 20% of the software license SaaS fee (before discount). Examples are provided in the attached pricing document.

Enhanced support options include:

- Annual health check of system and data;
- Extended hours beyond the standard 8am to 5pm, Monday to Friday provision.

The cost of enhanced support contracts will be quoted in accordance with client requirements.

Note that the support and maintenance contract fees are usually included within the SaaS subscription (see Pricing Document for further details) but they can be paid separately if preferred.

Error correction

All software errors will be corrected under the maintenance contract. Errors can be notified:

On-line:	Using our online fault reporting / request system
By Email:	To support@quantarc.co.uk
Telephone:	Call 01792 301910 and ask for Software Support

Any reported issues are prioritised on receipt and escalated in accordance with their effect on system operation.

The Licensor will always endeavour to resolve problems as swiftly as possible. It recognises that the Licensee's software is important to its business and that any issues will disrupt day to day operations.

Whilst response times can be given with some certainty, it is often difficult to provide guaranteed resolution times. This is because the nature and causes of problems can vary, and the investigation and resolution process can take longer than anticipated. In these circumstances, the Licensor will provide frequent progress reports to the Licensee.

The table below gives the Licensor's target response and resolution times for each type of issue. These targets are based on the criticality of the task in terms of (a) its frequency and (b) whether a workaround is available.

Response times apply during standard working hours (Monday to Friday, 8am to 5pm) unless the contract between the Licensee and Licensor specifically includes provisions for out of hours support.

NB. It is important that the Licensee flags up "Category A" issues, either by using the High Importance flag in an email to support@quantarc.co.uk or by telephoning the support team on 01792 301910.

Category	Frequency of task	Workaround available?	Response Time (within)	Resolution Time (within)
A	Frequent (several times per day)	No	2 hours	2 days
B	Infrequent (greater than once per day)	No	4 hours	3 days
C	Frequent (several times per day)	Yes	4 hours	5 days
D	Infrequent (greater than once per day)	Yes	4 hours	30 days

Errors will be corrected via patch fix or software update. Fixes and updates are always applied first on a system that is running in a test environment and then (after Licensee acceptance testing) on the system that is operating in the live environment. The Resolution Time listed in the above table refers to the application of the fix in the Test environment as the Licensor has no control over the time taken for Licensee acceptance testing.

Server Performance and availability

Our systems are hosted on Microsoft Azure with a guaranteed uptime of 99.9%. They are available 24/7/365, with the exception of planned upgrades. Downtime during planned updates is minimal as described in the previous section.

Client responsibilities

Below is an extract from the Quantarc License Agreement which is available in the Terms and Conditions section of the framework:

The Licensee will use all software modules as intended and on the terms of this licence agreement.

Additionally, the Licensee will:

- *Notify the Licensor of issues or problems in a timely manner.*
- *Provide the Licensor with access to software and services as required for the purposes of maintenance, updates and fault prevention.*
- *Carry out Licensee acceptance testing of all fixes and updates.*
- *Maintain good communication with the Licensor at all times.*

4.8 Training and Support

In this sub-section we provide information on training, consultancy and support services including:

- Software training and consultancy
- Technical support
- Data services

Software training and consultancy

Q2 modules are intuitive and user friendly. With the support of training guides, users will quickly pick up the functionality. However, supported training sessions that are tailored to your needs can help to ensure that users get the most out of the system from the outset.

Our standard training and consultancy costs are given below:

Service	Off site		
	Full day	Half day	Hour
Consultancy (either technical or user)	995	615	195
Training	895	550	170

Table 2: Standard Training and Consultancy Fees exc. vat (January 2026)

The above costs include preparation, delivery of the training session itself and follow up notes / actions as required. For on-site training sessions we will provide a quotation to include accommodation, travel and subsistence, where required.

Technical support / setup costs

Quantarc provides technical support at the time of the initial setup. A standard provision of two days technical support is usually sufficient and this can be spread over a number of smaller sessions.

At the time of writing (January 2026), two day's technical support at £650 per day will cost **£1,300 plus vat.**

Data Services

Quantarc can assist with:

- Inserting existing data
- Gathering new data on-site

Our day rate for **off-site** standard data services is £600 plus vat and a quotation can be provided once your requirements are known.

Quantarc can also help with CAD work and more technical data collection and entry tasks such as asset data and the development of PPM schemes, if required.

4.9 Software integrations

Software integrations usually require consultation between the vendors and potentially the creation of code to pull or push data between systems. This is not required for integrations with SFG20 as the API is already in place and changes required by SFG20 will be developed by Quantarc within the Q2 support costs.

Our day rate for bespoke development for integration with third party systems is £895 plus vat and a fixed price quotation can be provided once your requirements are known.

4.10 Ordering and invoicing process

A purchase order or contract is required to confirm a Q2 order but no payment will be required until the software and services are delivered.

Any support services that are part of the SaaS contract and are delivered during the onboarding phase will be invoiced on a monthly basis. These invoices will be subject to our standard 30 day payment terms.

The Software as a Service subscription (which includes the license fee, maintenance, support and hosting) is paid monthly or annually in advance at the time that the first module goes live. Quantarc will provide either monthly or annual invoices for the subscription services, according to client preference.

4.11 Details of trial / demonstration service

We provide live demonstrations and recorded webinars showing 'hands on' use of the system rather than giving the client direct / self-service access to a demo system prior to procurement. There is no charge for this service.

Once the on-boarding process is underway, a trial system is made available.

4.12 Technical requirements

As this is Software as a Service, there are no server requirements. The client-side requirements are as listed below.

Client PC Hardware – Minimum Specification

- 4 core Intel/AMD CPU
- 8 Gb RAM
- 1 GB Ethernet Connection

Client PC Software – Required Specification

- Windows 10 or later.
- A modern web browser. For most major browsers on all platforms, the latest stable release as well as the one that preceded it are supported:

Desktop browsers:

- Chrome
- Firefox
- Microsoft Edge
- Safari (only on Mac)

Browsers on mobile devices:

- Chrome (Android & iOS)

- Firefox (Android & iOS)
- Safari (iOS v7+)
- A PDF reader/viewer, either as a plugin installed in the web browser, or as an application installed directly on the client PC.

Optional:

- AutoCAD for drawings integration.
- Microsoft Excel for data import templates.

Mobile Devices – Required Specification

- Android 10 (API Level 29) or later
- iOS 12 or later

Our mobile apps have temporary offline capability, but require network connections for data transfer. If Wi-Fi coverage cannot be guaranteed in all locations the devices will need to be connected using a cellular data plan (3G/4G/5G) is recommended.

The Asbestos Reinspections app involves the potential storage of many photos on the device. A device with an SD card slot is recommended for this application, along with at least a 64GB SD card.

4.13 Data and storage

The standard space allocation for the SQL Server database that is available to each client is 10gb and that for your uploaded documents is 50gb. Each additional 50gb of file storage space will cost £20 per month but, in our experience, the initial allocations are sufficient for several years of document uploads.

Data extraction/removal

Prior to contract termination, Quantarc will agree with the client, which method of data extraction is preferred. As mentioned above, the options are:

1. The client can use the various data extraction methods within Q2;
2. Quantarc can provide a scripting service to extract all data (this is a chargeable service)
3. Quantarc can supply the SQL database to the client in its entirety.

In the event that either option 2 or 3 are selected, Quantarc will prepare and schedule this work so that the data can be returned on the contract end date. This will ensure that there will be no delay, in terms of data provisioning, when moving to a different supplier.

Data formats

The data format for each option is given in the table below:

Extraction option	Data format
Option 1: Extraction by client	CSV
Option 2: Quantarc Scripting Service	CSV
Option 3: Quantarc supplies database	SQL

Table 3: Data extraction options and output formats

Scope

If Options 2 or 3 are selected we will:

- Provide a quotation for the extraction service if option 2 is selected (there is no charge for option 3)

- Return all consumer generated data (eg. content, schedule data metadata, structure, configuration etc.)
- Provide a schedule of the returned data
- Any data that will not be available for extraction will also be published (eg. system schedule data)
- Once the data has been extracted, supplied to the client and confirmed as complete, we will purge and destroy client data from any computers, storage devices and storage media that are to be retained by the supplier after the end of the subscription period

Data storage and processing locations

Each client is provided with a completely separate application instance and dedicated database, ensuring full logical isolation of data and operations. This design guarantees that client data is strictly segregated, eliminating any risk of cross-tenant access and providing robust security and privacy assurances.

Persistence of storage

Data persistence is carefully managed: while in use, data is stored securely on enterprise-grade cloud infrastructure with built-in durability, redundancy, and regular backups. Once an application instance or virtual environment is decommissioned, all associated data is permanently removed, ensuring that no residual information remains and maintaining strict compliance with data retention and privacy requirements.

All client systems, databases and document storage are backed up across more than one virtual computing instance and in more than one locale.

We have developed an efficient and effective methodology to recreate additional virtual computing instances, containing all required software and data files, by storing and re-applying the existing configuration of each VM.

4.14 Service provisioning

The Q2 Estates & Facilities Management system and associated services can be quickly deployed and used by the client once an order is placed.

An online ordering facility will be provided so that clients can select the required modules and services they require. The client system will then be generated and configured.

Most clients will wish to use their own software authentication system (such as Azure AD) which will be configured by the client IT department. We will work with the client to ensure that this is completed quickly and efficiently.

Quantarc can assist with the loading of the initial datasets or alternatively, users can use the data import templates and upload facilities within the software. We will discuss and agree the client's preferred method with the aim that the time lapse between order and implementation is minimised.

De-provisioning

If a client wishes to discontinue use of a particular module, they will be able to do so in their online account. This will result in the relevant module being disabled in the client system and the next subscription will exclude the relevant fee for this module.

4.15 Utilisation monitoring/reporting

Utilisation reporting will be available for each client system. Real-time online management information including usage reporting by unit consumed will be provided. This will include the information required for consumers to understand and control consumption as well as trends etc.

We note that Crown level aggregated data is required. As each client uses a separate database, we will need to consider the optimum method for providing this information.

4.16 Data centre(s) and Data Transport

Data Centres

Azure data centres are designed to meet or exceed Uptime Institute Tier 3 or Tier 4 standards (achieving 99.99%+ availability). While Microsoft does not typically publish Uptime Institute or TIA-942 certifications for individual sites, their infrastructure is designed with high redundancy (dual power feeds, N+1/2N redundancy etc) to ensure high reliability and fault tolerance.

Network

Quantarc uses the TLS (version 1.2 or above) data transport mechanism as well as optional IP white listing.

We will ensure compliance with the PSN Strategy so that the relevant approvals can be obtained for clients to connect to the Azure servers from their networks.

5. Pricing for Standard Configuration

The Pricing Document section of the framework contains all pricing information including pricing for a typical client configuration.

6. Q2 Development Roadmap

Our high-level development roadmap for Q2 during the next three years is available in the following pages.

This is current at the time of writing (30th January 2026). Please note that the roadmap is subject to change over time in accordance with changing client and Quantarc priorities. Regular updates will be provided as part of the G-Cloud service.

The green highlight in the third column of the Roadmap indicates the modules that are existing / current. Where there are blue cells in the remaining columns, these indicate new modules or further developments to existing modules that are scheduled for the dates shown.

We do not intend to deprecate any of the current modules and features / functionality during the next 5 years. If a decision is taken to deprecate modules in the future, users will be given at least 3 years notice.

[illegible]

Continued....

Ref	Operational area and modules	Existing	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Q2.5	Compliance																																		
1	Risk Assessments (work based risks)																																		
2	Risks & Hazards Register (location based risks)																																		
3	Permits to Work																																		
4	Asbestos Management																																		
5	Hazard Management (eg. for labs, workshops etc)																																		
6	Flexible Forms functionality for Incidents and Accidents																																		
7	Health and Safety Management System (BS ISO 45001 / HSG 65)																																		
8	Compliance Audits (Falling from heights; slips trips etc)																																		
9	Fire risk assessments																																		
10	Legionella Management																																		
11	COSHH																																		
12	Disability and Equality audits																																		
13	Staff training monitor / manager																																		
14	Golden Thread																																		
15	Wellness & Wellbeing (inc sensors for air quality)																																		
Q2.6	Financials and Stock Control																																		
1	Financials																																		
2	Stock control																																		
3	Loan items (eg. tools for trades etc)																																		
Q2.7	Project & Resource management																																		
1	Project Management (phased rollout)																																		
2	Resource scheduler (phased rollout)																																		
3	Business as usual (systems, procedures and reporting)																																		
Q2.8	Q2 Core																																		
1	Core Schedules for all modules																																		
2	Departments and Staff																																		
3	Contractor management improvements																																		
4	User Management																																		
Q2.9	Admin Centre																																		
1	System info																																		
2	Audit trail																																		
3	Error Log																																		
4	API Keys																																		
5	Integration tools (eg. webhooks; api endpoints)																																		

Continued.....

Ref	Operational area and modules	Existing	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Q2.10	Reporting																																		
1	Central Reporting: Includes Property Portfolio; Flexible Reporting and links to internal or external report URLs																																		
2	Module Reporting: Includes filterable list views; exports to Excel; dashboard reports, PDF reports for certain modules																																		
3	Asbestos reporting: PDF format that reports on all asbestos results for a building with photos.																																		
4	Helpdesk dashboards: Two standard dashboard options																																		
5	Bespoke dashboards: Individual specifications and quotations																																		
Q2.11	Mobile apps																																		
1	Asbestos reinspections (Android)																																		
2	Helpdesk Requestor App (Device Independent)																																		
3	Helpdesk - Mobile Job processing (Device Independent)																																		
4	Space Surveys mobile app																																		
5	Project Management Mobile app																																		
6	Space Utilisation mobile app																																		
7	GPS Tracking upgrade to Mobile Job Processing app																																		
Q2.12	Q2 Importers																																		
1	Import procedure: Space and Assets																																		
2	Import procedure: Assets																																		
3	Import Procedure: Asbestos Surveys																																		
4	Import Procedure: Asbestos Reinspections																																		
5	Import Procedure: Departments and Staff																																		
6	Import Procedure: Contractor costs																																		
7	Import Procedure: Uniclass 2015 schedules																																		
Q2.13	Q2 Integrations																																		
1	Integration with third party Asbestos systems																																		
2	Integration with third party Helpdesk systems																																		
3	Integration with SFG20 Facilities IQ																																		
Q2.14	User authentication tools																																		
1	Q2 LDAP Importer																																		
2	Q2 Interface for Azure AD authentication																																		
Q2.15	Energy and Environment																																		
1	Energy and utility management and monitoring (inc. ISO 14001)																																		
2	Energy and Sustainability (thermal modelling)																																		
3	Wellbeing and environment monitoring																																		

Continued.....

Ref	Operational area and modules	Existing	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Q2.16	Strategic Estate Assessment																																		
1	Estate Performance Appraisal (Energy, Environment, Financial, Fitness for purpose, utilisation etc)																																		
2	Option Appraisal (subjective and financial)																																		
3	Refurbishment, Adaptation and Replacement Plan																																		
4	Student number and curriculum forecasts																																		
5	Space need analysis (existing estates vs future requirement)																																		
Q2.17	Facilities Management																																		
1	Fleet Management																																		
2	Cleaning module (including mobile app)																																		
3	Key Management																																		
4	Lost Property Management																																		
5	Car Park Management																																		
6	Post Room Management																																		
7	Alarm Systems Control																																		
8	Access Control System																																		
Q2.18	Document management																																		
1	Document management within modules																																		
2	Integration with Sharepoint																																		
3	Centralised document management system																																		
Q2.19	Internet of Things and AI / Machine learning																																		
1	Sensors for space utilisation																																		
2	Sensors for condition monitoring																																		
3	Sensors for wellness & wellbeing																																		

Table 4: Q2 Development Roadmap

7. Further information

If you have any queries or require further information regarding this document, please do not hesitate to contact us. We will be pleased to answer any queries you may have



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