

Readiness Review

Purpose:

To assess the readiness of your cloud project to enter service.

Overview:

Moving to procure cloud services is a big step that may represent a dramatic change in the way your department does business. This service provides an IPA Gateway style review to assess your readiness to progress to procurement. Our experienced review team will interview key members of your project team and wider stakeholder community to assess the health of your cloud project. Our assessment will include whether:

- your outline business case is fully defined
- your procurement strategy is robust and appropriate
- your project plan is sufficiently well defined
- appropriate management and financial controls are in place
- resources and funding are in place
- the architectures (Enterprise Architecture, Technical Architecture and Data Architecture) and delivery approach are appropriate and achievable
- your services are secure and capable of accreditation

We will identify any actions required to ensure your project's success. This service will provide you with a clear impartial understanding of the status of your cloud project and the actions to be taken to ensure its success.

Planning:

- Experienced Actica review team will interview key stakeholder community
- Perform assessment of Outline Business Case (OBC)
- Procurement strategy checked to ensure robust, commercially viable appropriate
- Review resources and funding
- Applicable to private, community, public and hybrid cloud models
- Azure, AWS, Google Cloud, MODCloud, OEHE, VIX.

Set-up and Migration:

- Audit existing systems
- Review project plan or schedule to see if sufficiently well-defined
- Review delivery approach to confirm it is appropriate, achievable, VFM
- Conduct benchmarking to identify potential areas for improvement

Quality Assurance and Performance Testing:

- Check architectures (Enterprise Architecture, Technical Architecture, Business Architecture, Data Architecture)
- Undertake performance modelling and where appropriate performance testing to ensure that compute and storage requirements are aligned with the cloud services being sourced.
- Review services to confirm they are secure and creditable

Ongoing Support:

- Provide ongoing operational support as necessary to realise benefits of cloud project
- Partnership working and skills transfer to enhance your capability

Information Assurance:

Readiness Assessment Services can be provided for services of any classification. We employ security cleared personnel who operate with information at all levels of the Government Security Classification Policy (GSCP). Our systems are approved to hold classified information.

Pricing:

This service is priced based on anticipated resource requirement. Resources will be charged in accordance with the agreed SFIA day rates. Two pricing options are available:

- Firm price. The firm price will be based on the anticipated resource requirements including provision for risk. Provision for travel and subsistence cost will be made. Payment will be required against achievement of agreed milestones. Customers may request clarification of the number of days by SFIA grade for their specific deliverables, which will be confirmed by Actica for contract award.
- Limit of liability. The limit of liability will be agreed based on an anticipated resource requirement. Charges will then be made monthly in arrears against resource effort expended. A limit of liability will also be agreed to cover travel and subsistence. Travel and subsistence costs will be charged at cost monthly in arrears against cost incurred.

Service management details and constraints:

Our service is subject to ISO9001 certified quality controls. A lead consultant shall be appointed who will have responsibility for liaising with the client and managing the Actica team providing the required services. In addition, a Project Authority will be appointed who is normally a Director within the Company who will act as the point of escalation. We support our clients on-site, via email or by telephone, during standard office hours and with a 1 business day response time to acknowledge support requests.

Data backup and recovery:

Where our staff use infrastructure and information provided by our clients, it is the clients' policies and procedures that prevail. Ordinarily, our consultants are supported by our own infrastructure up to, and including OFFICIAL, and we have facilities for higher classification information to be received, stored and transmitted. Our consultants' laptops and our corporate systems are backed up regularly and our corporate Disaster Recovery Strategy and Plan ensures that we are able to continue to provide services to our clients in any event.

On-boarding/off-boarding:

For all of our assignments we operate our standard on-boarding/mobilisation activities. At assignment closure, we undertake a review and ensure that skills have been transferred to client staff where appropriate.

Ordering and invoicing process:

Specific details of the clients requirement should be sent to cloud@actica.co.uk. Following discussions about your requirement, Actica will send a fully priced proposal detailing the services to be provided. Once approved, a valid purchase order should be sent to finance@actica.co.uk for processing. Once the work is completed and accepted by the client, Actica will invoice the client for the work. Payment is expected within 30 days. We are able to use a range of electronic purchase and payment systems (e.g. CP&F).

Consumer responsibilities:

To liaise with the Actica lead consultant and ensure access to existing information and key stakeholders.

Contact Details

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