

Technical Design Authority and Delivery Assurance

Purpose:

To act as the Technical Design Authority (TDA) or support and strengthen an organisation's existing Technical Design Authority role.

Overview:

This service provides support to public sector clients during the procurement and delivery of large-scale ICT enabled business change programmes whether used in conjunction with cloud hosting, SaaS, PaaS, IaaS, in-house service provision or outsourced service provision. We can either provide a team to act as the Technical Design Authority (TDA) or, more commonly, highly experienced architects and consultants to support and strengthen an organisation's existing TDA role.

Key services include:

- Identification and assessment of architectural, technical and schedule risks and issues;
- Identification and management of risk treatment plans;
- Technical Delivery Assurance of supplier's deliverables and plans, based on compliance with architectural principles and artefacts (including Enterprise, Information, Infrastructure, Technical and Applications architecture), contract documents, requirements and dependencies;
- Commissioning support including tender assessment;
- Developing High Level Designs (HLD) and solution design plans;
- Assessing key technical and architecture options and providing a concise brief with recommendations suitable to enable a project or programme board to make an informed decision;
- Producing clear reports suitable for senior programme / project stakeholders summarising the key risks and issues being carried by a project or programme with recommendations for appropriate actions.

Actica has experience of undertaking or supporting TDAs on programmes ranging in value from a few million pounds to several billion pounds.

Planning:

- Identification and assessment of architectural, technical and schedule risks and issues;
- Identification and management of risk treatment plans;
- Developing High Level Designs (HLD) and solution design plans;
- Assessing key technical and architecture options and providing a concise brief with recommendations; suitable to enable a project or programme board to make an informed decision.

Set-up and Migration:

- Identification and management of risk treatment plans;
- Technical Delivery Assurance of supplier's deliverables and plans;
- Compliance with architectural principles assessed;
- Compliance with artefacts assessed (Enterprise, Information, Technical and Applications);
- Compliance with contract documents, requirements and dependencies assessed;
- Commissioning support including tender assessment;
- Production of clear reports suitable for senior programme / project stakeholders summarising the key risks and issues being carried by a project or programme with recommendations for appropriate actions.

Quality Assurance and Performance Testing:

- Address quality assurance and performance testing for the service

Security Services:

- Address information assurance, security design, cyber security and testing for the service

Information Assurance:

TDA and Delivery Assurance can be carried out 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

Actica Consulting Limited
4 Stirling House
Stirling Road
Surrey Research Park
Guildford
Surrey, GU2 7RF

Telephone: 01483 484090
Email: info@actica.co.uk
Website: www.actica.co.uk

Registered Office in England as above
Company Number 03396854