

Data Modelling

Purpose:

To provide Data Modelling as a Service.

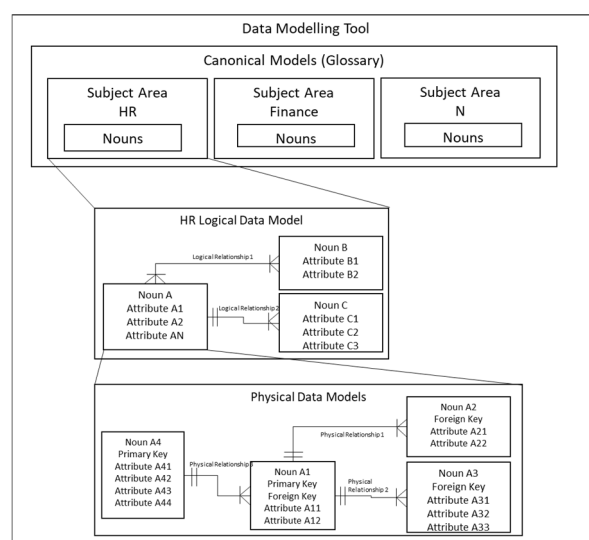
Benefits:

This service will greatly enhance the ability to visualise Business Data and hence manage and control data across a hybrid (cloud and on-premise) ecosystem. Furthermore, this will greatly accelerate the ability to migrate data and associated applications to the cloud, through a data model driven approach.

Overview:

To provide a Data Modelling Service / Team that will create, develop, and provide governance of Data Models from single capabilities up to and including an Enterprise-wide model, supporting migration of applications and associated data to the cloud, management of data assets in the cloud and control of data across a hybrid cloud ecosystem. Data models can be:

- **Conceptual/Canonical models**, comprising subject areas and business glossary / nouns for each subject area;
- **Logical Data Models** for each subject area comprising logical business entities (nouns) and business attributes and their relationships, including cardinality
- **Physical Data Models** that have been reverse engineered from source applications and that are mapped to the Logical Data Models.



Planning:

- Identify and document key Data Stakeholders
- Identify and document Data projects for engagement
- Review existing Data Models (if any)
- Plan activity for porting existing Data Models (if any) to Data Modelling solution
- Define and capture metadata related to each entity within the Logical Data Models in focus
- Define and capture metadata for each subject area
- Develop data models using Entity Relationship Diagrams, Class Diagrams, Reverse and Forward Engineering from Databases, Data Definition Language (DDL), Extensible Markup Language (XML) and XML Schema Definition (XSD)
- Establish or integrate with organisation's data governance processes and procedures

Set-up and Migration:

- Data Stewardship to provide governance of data models and data mapping during migration
- Publication of data models to organisation's wider data community
- Develop programme plans, project plans and roadmaps
- Plan and support transition activities
- Ensure compliance with Digital Service Standard and Technology Code of Practice
- Experienced professionals provide best practice advice and guidance
- Conduct benchmarking to identify potential areas for improvement

Information Assurance:

We employ security cleared personnel who operate with information at all levels of the Government Security Classification Policy (GSCP) scheme. 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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