

Cloud Business Case Development and Approvals Support

Purpose:

To develop a Business Case for Cloud services and enable swift negotiation of assurance and approvals processes.

Overview:

Moving to the cloud is a major business change programme. Securing benefits from the adoption of cloud-based offerings requires securing internal approvals as swiftly as possible. However, approvals for ICT investment are increasingly multi-layered within government. This service provides programme sponsors with a fully populated, Treasury Green Book policy compliant business case and Cabinet Office Digital and Technology Spend control submissions with independent, credible, and high calibre support to drive it through approvals processes. The service enables programme sponsors to receive formal approval as rapidly as possible and thus realise the financial and operational benefits of moving to the cloud as swiftly as possible.

Our Business Cases are compliant with the HM Treasury Green Book 5 case model, and we can develop the Strategic Outline Case (SOC), Outline Business Case (OBC) and Full Business Case (FBC) for you. We can develop supporting analysis and evidence, including complex cost modelling, economic appraisals & investment appraisals. We also produce the required supporting papers including Concept of Analysis (CoA), Through Life Management Plan (TLMP), Benefits Realisation Management Plan (BRMP), Operational Analysis Supporting Paper (OASP). Having produced the business case, we will help you to successfully navigate internal assurance, scrutiny and approvals and secure Cabinet Office and HMT approval.

We have developed an approach for Agile programme business cases which meets both the needs of Treasury and provides the flexibility required for Agile software development

Planning:

- Development of Strategic Outline Case, Outline Business Case or Full Business Case in accordance with Treasury Green Book
- Enable sponsors to receive formal approval as rapidly as possible
- Experts in approval strategies and plans for Agile programmes
- Experts in cost modelling, options analysis and investment appraisal
- Experience in public cloud services – AWS, Azure and GCP

Set-up and Migration:

- Help you to successfully navigate internal assurance, scrutiny and approvals
- Navigation of Cabinet Office Chief Digital and Data Office (CDDO) Spend Controls
- Support to Category A, B, C and D projects
- Production of supporting papers (e.g. TLMP, BRMP, OASP, IA)
- Our business cases comply with HM Treasury Green Book and Departmental standards
- Help secure internal and Cabinet Office and HM Treasury approval

Information Assurance:

Business cases can be developed 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 options analysis evidence if available (e.g. cost-benefit outputs) and key stakeholders (including cost assurance/Business Case scrutiny community).

Contact Details

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