

Data Architecture

Purpose:

To ensure that your Data Architecture is fit-for-purpose.

Overview:

The purpose of this service is to ensure that your data architecture and associated data governance are fit-for-purpose. Actica will conduct a review of your existing data architecture and undertake a gap analysis to define a data change strategy to best manage and govern your valuable information for the benefit of your business, so that it is available, understandable and can be processed efficiently to deliver the required business outputs. This will result in the development of a target data architecture and governance model that ensures that all architectures (Enterprise, Technical, Data and Information Architecture) are aligned. The service can be aligned to your architectural framework (e.g. MODAF, TOGAF, etc.) and is applicable to private, community, public and hybrid cloud models. We have experience in and appreciate the differences between platforms such as Azure, AWS and Google Cloud, as well as MODCloud.

Planning:

- Review existing data architecture and data governance
- Develop target data architecture and data governance
- Perform gap analysis and develop data strategy
- Covers both structured and unstructured data
- Enable compliance with BS 10008:2008, BIP0008 and ISO 27001
- Support legal compliance (e.g. with Data Protection Act)
- Ensure architectures (Enterprise, Technical, Data and Information Architecture) are aligned
- Consider need for data cleansing and format conversion
- Support the remapping of existing metadata to new enterprise schema
- Ensure alignment with your architectural framework: MODAF, TOGAF etc.

Set-up and Migration:

- 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). 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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