

Application Rationalisation

G-Cloud 15 Service Definition

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1 Introduction

Agilisys - one of the UK's most innovative cloud and digital transformation specialists, enables organisations to adopt technologies, platforms and processes that promote new ways of working and help organisations transform.

Working for both the public and private sector for over 20 years, we have earned a strong reputation and hold deep domain expertise delivering change and innovation, in particular within local and central government.

Our public sector cloud and IT services have been designed to accelerate cloud adoption and enable our customers to undertake successful, cost-effective transformation.

We combine technology, tested methodologies and skills that unleash the power of cloud and minimise the complexity that can sometimes come with migration. We put strategy before technology and deliver the skills, experience and capacity needed to make the right cloud decisions and transform public services.

2 Who this Service is For?

This service is for public sector organisations across the UK who wish to get a clear evaluation of their Business Application estate and recommendations to achieve efficiencies, reduce waste and duplication, along with boosting ease of use and operation. The service is designed to achieve an optimised Application Estate through the reduction of duplicate or overlapping applications ("same function" apps) to achieve a minimal, efficient set that meets business needs.

3 Application Rationalisation: an overview

The purpose of the applications rationalisation service is to create an environment that utilises common solutions for common business needs whilst recognising the need for specific solutions to meet certain business requirements.

Rationalisation utilises the principles of simplification, sharing and reuse to deliver the minimal application set required to fully meet business needs.

The approach is tied to the TOGAF architectural framework with the rationalisation exercise considering Business, Data, Applications and Technology in designing the optimum environment with a supporting Governance Model to ensure that following completion of the initial review and rationalisation of the estate that any new development ensures continuity preventing the redevelopment of the previously complex environment.



4 Service Description

Prior to commencement Agilisys will engage with the Client and agree the scope of the exercise, timescales for delivery, risks, dependencies, and deliverables to meet the context of the organisation which will result in the agreement of a Project Definition Document and implementation plan.

Once the scope is agreed the Service is delivered in three phases:

- Discovery and Applications Baseline.
- Capability, Contractual and Financial Analysis.
- Investment Case and Implementation Plan

Our range of services are described below, customers are able to call-off these services individually, or in any combination in order to customise the call-off to meet their specific requirements. Please contact us at info@agilisys.co.uk to discuss your needs further and we will be delighted to help.

4.1 Phase 1: Discovery Application Baseline

To confirm the Applications Baseline, a discovery exercise utilising Asset Management Software will be completed to fully capture the installed software estate.

The software comes with a powerful set of reports to assist in the visibility, management, and control of all ICT assets.

Available reports include:

- Real time licence compliance position.
- Comparison between applications installed and applications that are in use.
- Central or operating business level views across the software inventory
- Applications baseline.
- SaaS applications in use.

The software will be deployed from the Agilisys platform and will run for an initial period of 1 month with an ability to extend for a further 2 months if deemed necessary.

Discovery is further supported by a short survey distributed to key business stakeholders to confirm applications usage with the results being used to target more detailed engagement where needed.



4.2 Phase 2: Capability, Contractual and Financial Analysis

In Phase 2, an analysis of the Applications Baseline will be conducted examining:

Capability

Agilisys will work closely with your IT teams, Business Users, and 3rd party software vendors to:

- Conduct research of each in-scope application to confirm the potential to meet required business capabilities, and the actual use of each application.
- Determine the data in use by each application.
- Determine whether applications are fit for purpose now and for the future.
- Determine the effort, skills and competence required to maintain the applications.

This analysis will then be used to create a matrix that identifies opportunities for consolidation, re-use, or decommissioning.

Business Impact Analysis

Agilisys will engage the business users to determine the impact of applications disruption or failure to determine the service levels required to ensure business continuity and the minimum of disruption in the event of infrastructure failures.

The level of criticality will be advised in the final report along with recommendations related to technology design to provide the required levels of service.

Contractual

Working alongside Contract Management, Agilisys will complete analysis to help identify commercial considerations including contract duration, options for delivery such as managed service, or SaaS, contract extension and exit requirements including the timeline for the minimum lead time for any agreed contract change.

Financial

The financial analysis will identify the total cost of ownership for each application and its associated infrastructure which will be used to examine options for change to inform the Investment Plan.

4.3 Phase 3: Investment Case and Implementation Plan



In Phase 3 we will take the data from phase 2 and determine the approach and required investment to deliver the recommended Applications Rationalisation.

An implementation plan detailing the recommendations, investment roadmap and business case, recommended governance, and an updated applications register will also be produced.

5 Exclusions

The following items are specifically excluded from scope:

- Discovery and reporting on any other applications, devices or workloads not explicitly listed within the agreed in-scope service deliverables.
- Any due diligence activities not specified as a deliverable within agreed scope.
- Any additional cost increases for server / storage costs due to the discovery outputs and reporting data.
- Costs associated with any additional licensing needed during this project.
- Configuration or management of end user devices and their operating systems
- Any application packaging, rationalisation outside of the agreed in-scope applications.

6 Information Assurance

- All professional services architects and engineers have had the appropriate training and have gained the necessary vendor certifications.
- All IT staff are approved to work up to OFFICIAL SENSITIVE, with NPPV3 SC, DV and MV cleared staff available to architect solutions for the most secure networks and environments.

7 Onboarding and Offboarding

Agilisys provides a structured onboarding and offboarding process for clients seeking to transition services into or away from our Application Rationalisation Service.

7.1 Onboarding Application Rationalisation

Onboarding begins with a collaborative discovery phase to understand the current situation and the volume and nature of applications in use within your organisation and perform the discovery phase, set out within section 4.1 above.

Our team works with you to establish the governance processes, plan and approach, followed by technical discovery with subject matter experts within your business. In brief, we: Additionally, we will define a governance structure around the entire Application Rationalisation process, including roles, responsibilities, and escalation paths, plus a reporting cadence and agreed milestones



7.2 Offboarding Application Rationalisation

When transitioning out of our Application Rationalisation service, Agilisys ensures a secure and orderly handover to the client's internal teams or a nominated successor provider.

We provide mechanisms to ensure successful handover through:

- Knowledge Transfer: Applications Lists and the output of the discovery tools
- Recommendations for consolidation and Target Operating Models, and tech roadmaps to the client or successor provider.
- Credential & Access Management: Securely transfer environment credentials and revoke Agilisys access.
- Data Governance: Delete all client data retained in provider systems per GDPR and internal data governance policies; provide formal confirmation of data destruction.

Our offboarding process is designed to maintain compliance and support a smooth transition with minimal operational impact.

8 Compliance and Security

Agilisys is ISO 27001 certified and Cyber Essentials Plus accredited. We implement best-practice security measures, including vulnerability scanning, anti-phishing campaigns, and advanced threat protection, ensuring the safety of sensitive school data.

Our services are designed in alignment with UK Government and NHS policies, incorporating National Cyber Security Centre (NCSC) guidance and ISO27001, Cyber Essentials Plus, and other relevant certifications.

Agilisys is certified/compliant with the following standards and schemes for Managed and Professional Services and is a proud signatory of the Armed Forces Covenant:



9 Pricing and Terms

Pricing is transparent and aligned with G-Cloud requirements. Standard support hours are included, with additional rates for out-of-hours and onsite visits. Detailed rate cards are available upon request.