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Valcon G-Cloud Lot 3
Service Definition

Digital Opportunity Assessment

[Cloud migration Planning | Capability analysis, Cloud gap assessment, Delivery Road-mapping]

Version 1.0

1. About Us

Valcon is a leading European consultancy specialising in AI and data-driven business transformation, with a growing and established presence in the UK. A trusted partner to major organisations including multiple UK Government departments and public sector agencies. Valcon connects strategy and operations, helping organisations create value in their transformation programmes.

With over 1,750 consultants across Europe, Valcon brings deep expertise across data, AI, technology and consulting. In the UK, Valcon works with clients across financial services, public sector, retail, industrials and infrastructure. Valcon is backed by private equity firm Rivean Capital.

2. Service Description

Digital Opportunity Assessment (DOA) identifies and prioritises digital transformation initiatives by analysing current capabilities, market trends, and emerging technologies. It evaluates opportunities, risks, and competitive positioning to define a clear, value-driven roadmap that improves efficiency, customer experience, and business outcomes.
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Features
- Analysis of current digital capabilities and infrastructure
- Evaluation of market trends and customer needs
- Assessment of competitive landscape and positioning
- Exploration of emerging technologies and digital trends
- Identification of strategic opportunities for digital transformation
- Risk analysis and mitigation strategies
- Development of a roadmap for digital initiatives
- Alignment of digital initiatives with business goals and objectives
- Prioritisation of initiatives based on potential impact and feasibility
- Continuous monitoring and adjustment of digital strategies

Benefits

- Identification of strategic opportunities for digital transformation
- Alignment of digital initiatives with business goals and objectives
- Enhanced competitive positioning and differentiation
- Mitigation of risks associated with digital transformation
- Improved operational efficiency and effectiveness
- Maximisation of return on investment in digital initiatives
- Optimisation of resource allocation and prioritization of initiatives
- Enhanced customer experience and satisfaction
- Acceleration of innovation and adoption of emerging technologies
- Establishment of a roadmap for continuous improvement and growth

3. Approach

Delivering a Digital Opportunity Assessment (DOA) to a client typically follows a structured approach. Below are the phases commonly used, along with tasks under each phase:

Initiation Phase:
- Define project objectives, scope, and success criteria.
- Identify key stakeholders and establish communication channels.
- Conduct a kickoff meeting to align expectations and goals.
- Develop a project charter outlining roles, responsibilities, and timelines.

Discovery Phase:
- Conduct interviews and workshops with stakeholders to understand business objectives, challenges, and opportunities.
- Analyze existing documentation, reports, and data related to the organization's digital capabilities and strategies.
- Review market trends, industry benchmarks, and competitor analysis to identify digital opportunities and threats.

Assessment Phase:
- Evaluate the organization's current digital capabilities, including technology infrastructure, processes, and skills.
- Conduct a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis to identify internal and external factors affecting digital transformation.
- Analyze customer needs, preferences, and behaviors to identify opportunities for innovation and improvement.
- Assess regulatory compliance, cybersecurity risks, and other potential challenges.

Opportunity Identification Phase:
- Synthesize findings from the assessment phase to identify specific opportunities for digital transformation.
- Prioritize opportunities based on strategic importance, feasibility, and potential impact on business objectives.
- Develop business cases and value propositions for each identified opportunity, including estimated costs, benefits, and ROI.

Roadmap Development Phase:
- Develop a roadmap for digital transformation that outlines prioritized initiatives, timelines, and resource requirements.
- Define key milestones and deliverables for each initiative, along with metrics for tracking progress and success.
- Establish governance structures and processes for overseeing and managing digital initiatives.
- Obtain buy-in and approval from stakeholders for the proposed roadmap.

Execution Planning Phase:
- Develop detailed implementation plans for each initiative outlined in the roadmap.
- Define project teams, roles, and responsibilities for executing the digital initiatives.
- Identify dependencies, risks, and mitigation strategies for each initiative.
- Develop communication and change management plans to ensure successful execution and adoption of digital initiatives.

Implementation and Monitoring Phase:
- Execute the digital initiatives according to the implementation plans developed in the previous phase.
- Monitor progress and performance of each initiative, tracking against established metrics and milestones.
- Conduct regular reviews and updates to the roadmap and implementation plans as needed based on feedback and changing business needs.
- Provide support and guidance to project teams to address any issues or challenges that arise during implementation.

Evaluation and Review Phase:
- Evaluate the success of the digital initiatives against the objectives and success criteria defined in the roadmap.
- Conduct a post-implementation review to identify lessons learned and areas for improvement.
- Document best practices and insights gained from the digital opportunity assessment process for

future reference.
- Celebrate successes and acknowledge contributions from stakeholders and project teams.
By following this structured approach, organizations can effectively deliver Digital Opportunity Assessment projects to clients, enabling them to identify and capitalize on opportunities for digital transformation and innovation.

4. Effort and Cost

Effort will be determined collaboratively between the Valcon and the client based on the skills mix and scope required.
Please refer to the Pricing Document for current rates.

- Rate card prices are exclusive of VAT.
- Expenses are recharged at cost and supported by receipts.
- Expenses may include reasonable travel, accommodation, and subsistence costs.
- The payment schedule will follow milestone completions as agreed in the Statement of Work.

5. Assumptions

The successful delivery of the engagement depends on assumptions and dependencies jointly agreed between the Valcon and the client.

- These may include (but are not limited to):
- Access to required stakeholders, systems, or information
- Timely decisions and approvals
- Availability of resources and infrastructure
- Defined governance and communication processes

All assumptions and dependencies will be recorded and validated as part of the Statement of Work (SoW).