

Valcon G-Cloud Lot 3 Service Definition

Data Health Check

[Set Up and Migration | Data auditing and organising]

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

Valcon uses a scalable, structured approach aligned to the Data Maturity Assessment for Government and Data & Ethics Frameworks, incorporating regulatory requirements (UK GDPR/DPA2018/DUAA2025/FOIA2000/PECR), international standards (ISO/IEC27001, ISO/IEC42001) and best practice. We baseline your current state and define a practical, achievable roadmap to realise your future data and AI ambitions.

Features

- Assessment tailored to vision, risk, capabilities and size.
- Interviews/Workshops to align stakeholders and priorities.
- Evidence based evaluation across your data & AI capabilities.
- AI readiness lens for data and model lifecycle.
- Executive narrative with actionable recommendations.
- Trackable scorecard e.g. OKR/KPIs for demonstrating improvement over time.
- Repeatable toolkit for periodic benchmarking/reassessment.
- Roadmap Development
- Business case Development
- Continuous Improvement

Benefits

- Clarifies current capabilities and improvement trajectory.
- Targets investments where they deliver greatest value.
- Demonstrates compliance progress to audit and oversight bodies.
- Enhances data reuse with stronger governance and documentation.
- Supports Responsible AI through quality, provenance, and controls.
- Builds accountability via measurable OKRs/KPIs and dashboards.
- Enables cross government/department standardisation, collaboration and shared standards.
- Reduces delivery risk and technical debt.
- Provides repeatable methods for continuous improvement.
- Underpins effective transformation planning and funding.

3. Approach

Engagement Delivery

Valcon typically run these engagements over relatively short durations 6-12 weeks, depending on the scope of request. Our heart is in agile delivery excellence but we find short stand-ups 2-3 times per week, plus a weekly progress report, with playbacks to sponsors/key stakeholders around the midpoint and endpoint works well, but can easily adapt this approach to suite client needs.

Kick-off, Alignment & Planning

We kick-off this phase by engaging the sponsor and project team (if one is assigned), to confirm scope and delivery milestones, agree stakeholders to include in interviews, agree survey questions (if in scope), engagement approach, project and risk reporting, including escalations, confirm breadth of content review (e.g. system landscape, business glossary, model release process, etc.) We then schedule stakeholder interviews, playback sessions and collate all relevant content for review. We also typically tailor the survey questions and send these out early, if possible, as may need to align with existing staff survey cadence (dependent on scale of benchmarking).

Discovery

Conduct interviews key stakeholders, "Chatham House rules," capture key unattributed quotes and any evidence capabilities against the model. Schedule interviews with any other key stakeholders that surface in first tranche of interviews. Undertake a comprehensive documentation review noting areas for improvement against model. Prepare and playback emerging findings and observations to sponsor and key stakeholders, this usually happens towards end of Discovery phase, around midpoint of engagement. We then conclude interviews, documentation review and close the survey to new respondents.

Analysis

Conduct a detailed analysis of findings to benchmark levels against relevant model capabilities. Clarify any inconsistencies, potential misunderstandings from discovery phase with stakeholders. Compile and analyse survey results. Draw out key themes for recommendations. Identify logical dependencies to any improvements to inform roadmap development. Prepare full playback deck to replay findings and recommendations.

Playback & Next Steps

Deliver playback to sponsor and key stakeholders including priority next steps and agree any follow-up actions.

Deliverables:

Subject to budget and agreed scope, deliverables and outcomes typically include:

- Tailored stakeholder survey & questionnaire
- Interim playback of initial findings & observations
- Final playback, including:
 - Detailed findings & recommendations
 - Analysis of survey results
 - Benchmarking analysis and scorecard
 - Prioritised improvement roadmap

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).