

Valcon G-Cloud Lot 3 Service Definition

Data Catalogue, Metadata Standards Development

[Set Up and Migration | Data auditing and organising, Data Information structure design]

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

We help organisations understand their data cataloguing blind spots and provides practical solutions to create AI-ready and well governed data to realise their data-driven ambitions. We do this by researching current practices, benchmarking against industry standards such as DCAT and Dublin Core, and producing a prioritised, tailored recommendations roadmap.

Features

- Proven method for identifying issues hindering your data cataloguing efforts
- Plain English feedback including practical steps for addressing key issues
- Align catalogue purpose with enterprise data strategy and goals
- Define future state data catalogue objectives informed by strategic priorities
- Create an actional data catalogue roadmap with phases and milestones
- Technology-agnostic advice underpinned by sound principles and industry best practice
- Business case development
- (Re)Launch of your data cataloguing strategy including change management

Benefits

- Quickly identifies, understands, and prioritises your cataloguing efforts
- Uncomplicated technology-agnostic advice and guidance from expert data professionals
- Straightforward and practical steps to help reinvigorate your data catalogue
- Accelerate catalogue adoption across business and technical users
- Futureproof your data catalogue strategy for evolving organisational priorities
- Progress beyond internal stalemates through sensitively delivered impartial expert advice
- Identify people, process and technology changes necessary to deliver change
- Improve the delivery of high quality data across your organisation

3. Approach

The precise scope of work will be determined with the client, typical phases for this service include:

Phase 1: Discovery and Assessment

We take stock of current metadata policies and standards, data catalogue glossaries and industry standards such as the Data Standards Authority (DSA). This leads to a snapshot and a gap analysis

summary that highlights where the organisation is strong, where improvements are needed, and why a standards initiative is needed.

Phase 2: Recommendations and Development

We work with you to identify the appropriate drivers and articulate a compelling strategy for the adoption of metadata standards through a prioritised roadmap that delivers business value. Collectively, we devise a set of AI-ready and practical metadata standards, involving stakeholders to ensure we gain continuous feedback as we build these standards. This may involve devising a business-aligned metadata model, a set of mandatory attributes and optional extensions that map to any industry specific taxonomies. We explore test scenarios of these standards with a small group of advocates to validate the approach and act on any stakeholder feedback.

Phase 3: Roll-out

We then pilot our approach as part of an initial phased roll-out, focusing on a high visibility critical data domain to ensure it is fit for purpose. We iteratively adapt to feedback from teams, trialling guidance with teams to ensure clarity and understanding. Once standards and guidance are validated, we progress to organisation-wide roll-out of the new metadata standards. Our best practice change management approach and communications plan drives awareness while the supporting guidance and training embeds the new ways of working into the organisation's culture and processes.

3.1 Deliverables and Outcomes

These are subject to an agreed scope, but the typical deliverables and outcomes will be the following:

- Review of existing metadata standards including the Data Standards Authority (DSA)
- Actionable recommendations
- Metadata model
- Published standards
- Prioritised roadmap
- Change management plan, including comms plan and content
- Business case development
- Refresh of existing or drafting of new metadata standards
- Relaunch of refreshed or launch of new metadata standards (incl. change management)

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).