

Valcon G-Cloud Lot 3 Service Definition

Health Check & Diagnostics

[Set Up and Migration | Project management and governance, Other]

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 promotes performance assessments to support ongoing improvement and business success. Health checks and diagnostics keep projects and programmes on track, encouraging a proactive approach. Assessments can be broad or detailed, ensuring key goals are met, identifying root causes of problems and providing structured ways to prioritise issues and solutions.

Features

- Gives an accurate health assessment of any project or programme
- Provides assurance prior to major gateway approvals or IPA review
- Used as a one-off or at regular frequencies for improvements
- Assesses against industry leading practices for methods, processes, controls, tools
- Provides factual and impartial analysis and reporting
- Delivers a detailed action plan to improve performance
- Offers recommendations to recover programme performance

Benefits

- Bold, committed leadership
- SMART target outcomes and benefits
- Clear agreement upon scope and responsibilities
- Greater visibility of progress to plan
- Proactive identification and management of risks and issues
- Plan to enable a culture of high performing teams
- Greater knowledge and capability development [Benefit 8]

3. Approach

When planning a health check the initial step is to review key project documentation to gain a high level understanding of the project and its scope. Review of the artefacts listed below, coupled with attending the regular project team meetings enable the team to attain an up-to-date view of how the project is progressing.

- Project Initiation Document – this should give a consolidated overview of what the project is trying to achieve. It should contain the main deliverables and the initial view of the RAID items 3-Footer text
- Financial appraisal – this will show the Business Case for the project and would enable the reviewer to start assessing whether the project is on track to meet the Business benefits

- Existing Quality Gate Review submission documents – if the project has already gone through a Quality Gate review, use these documents to understand what was produced and agreed at this point in time
- Requirements documentation – reviewing the requirements documentation provides a view of the scope of the project (this should be signed off by the key stakeholders)
- Recent weekly reports (previous 2-3 reports) – reviewing the project reports shows the various project RAGs and helps to get a grip of the latest project trends
- Financial tracking and forecast – analysing the financial tracking and forecast gives a view on whether the project is delivering to the approved budget and will complete within budget/contingency
- Resource tracking and forecast – reviewing the resource forecast shows what the resource requirements will be for the coming activities and assessments can be made on whether this resource profile will be sufficient to carry out the remaining tasks for the project
- RAID Log – reviewing the RAID log highlights how Risks and Issues are being managed and the actions proposed by the project team. It indicates whether the team have suitable control around Risks and Issues and shows whether key dependencies are being well tracked
- Project plan – following a review of the above documents piece these together by reviewing the project plan and looking for noticeable gaps. The plan should show what tasks resources are assigned to and highlight how dependencies fit within the whole project. Additionally, Risk and Issue actions should be added to the plan so they can be monitored

Having reviewed the required background artefacts, the health check will begin. The purpose of the health check is to provide a more targeted view of the state of your project or programme. Valcon will use its proven health check tool kit to establish a baseline level of maturity and operability of your current processes in comparison to best practice as follows:

- Our skilled Consultants will work with you existing team members and managers to gain insights into the status quo via face-to-face interviews
- No preconceptions will be made ahead of the health check process
- A rationale will be given to underpin maturity scores given during the health check process
- Once all assessments are completed Valcon will provide a written report of your project and its relative current maturity status, against the key success factors and provide detailed recommendations to fix the root causes of failure
- A detailed assessment of the next steps required to recover any challenges identified will be provided, clearly articulating the activities required in the short, medium and longer term to improve, control and deliver effective results and achieve an appropriate level of maturity.

Valcon will support you through the recovery process, ensuring that changes are embedded and enduring.

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).