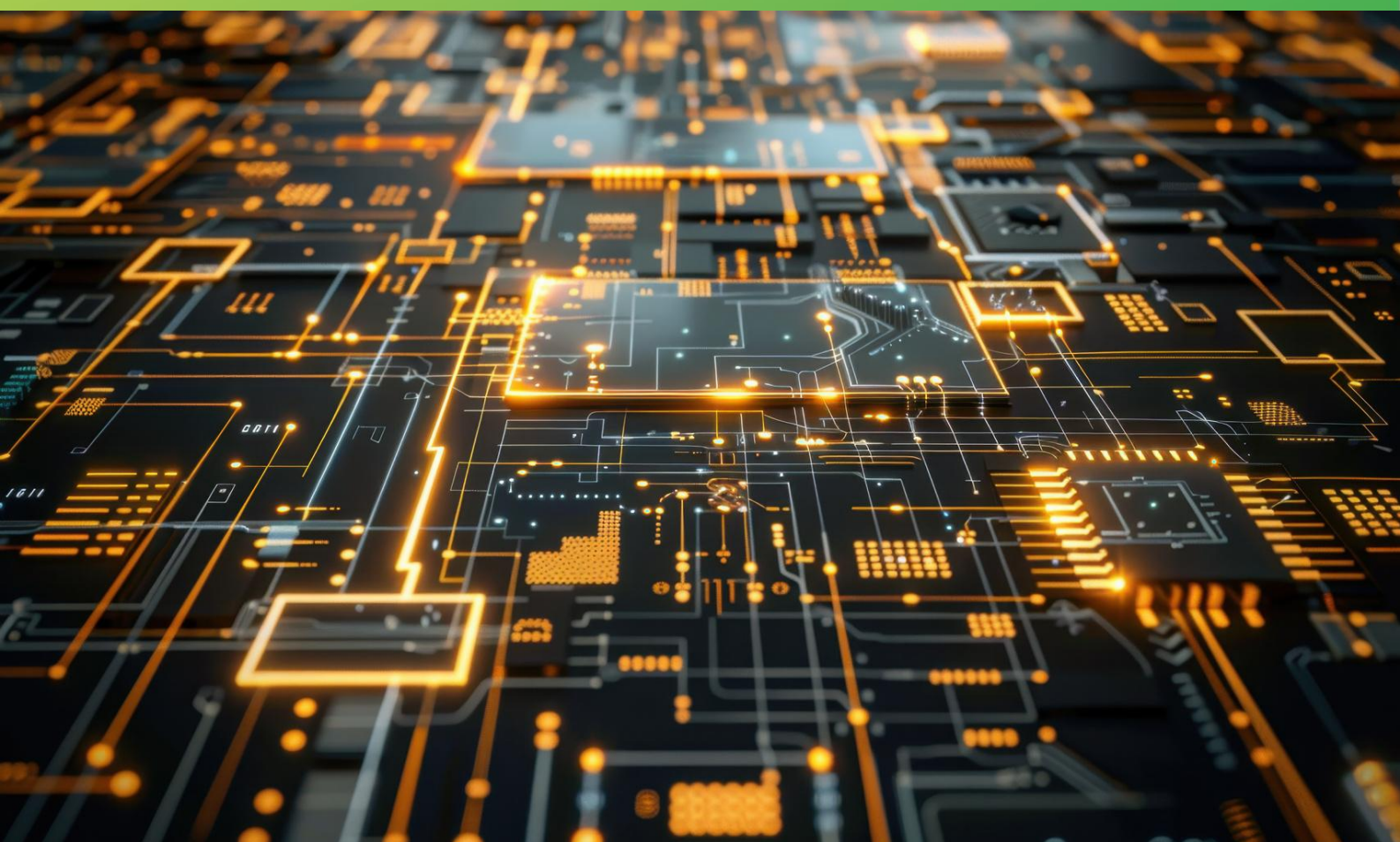


G-CLOUD 15

PROJECT AND PROGRAMME ASSURANCE

SERVICE DEFINITION



PROJECT AND PROGRAMME ASSURANCE

Service Description

Airwalk Reply's Project and Programme Assurance service provides independent, structured assurance across complex change initiatives.

The service helps organisations understand delivery health, risks and constraints, enabling timely, evidence-based decisions to protect outcomes, budgets and timelines.

This service is suited to large, high-risk or regulated programmes where transparency, control and confidence in delivery are critical.

Typical use cases include:

- Independent health checks for programmes in flight
- Assurance for high-risk or business-critical initiatives
- Support for senior stakeholders and boards requiring clear oversight

Problems this service addresses

Organisations often lack clear, objective insight into programme performance, leading to:

- Limited visibility of delivery risks and dependencies
- Inconsistent or overly optimistic reporting
- Late identification of issues impacting cost, scope or schedule
- Weak assurance in multi-supplier or complex environments
- Difficulty providing confidence to senior stakeholders

This service addresses these challenges by providing clear, evidence-based assurance and actionable insight.

How the service is delivered

The Project and Programme Assurance service is delivered using a tailored combination of the activities below, selected based on scope and programme context.

Delivery aligns to Airwalk Reply's standard delivery and change methodology.

1. Discovery and review

- Review of programme plans, governance and artefacts
- Assessment of delivery approach, controls and reporting
- Stakeholder interviews across delivery, sponsors and suppliers

2. Assessment and analysis

- Evaluation of delivery health across scope, schedule, cost and risk
- Review of RAID, dependencies and critical path
- Assessment of governance effectiveness and decision-making

3. Insight and assurance

- Identification of key risks, issues and improvement actions
- Validation of reported status against evidence
- Clear articulation of confidence levels and areas of concern

Activities are designed to provide timely, objective insight without disrupting delivery.

Outputs and deliverables

Typical outputs from the Project and Programme Assurance service include:

- ✓ Programme or project health assessment
- ✓ Independent view of delivery risks and constraints
- ✓ Assurance findings and confidence assessment
- ✓ Prioritised recommendations and corrective actions
- ✓ Briefings for senior stakeholders and boards
- ✓ Ongoing assurance views where required

Outputs vary depending on scope but are always focused on clarity, objectivity and decision support.

ONBOARDING

Kick-Off Meeting

When we start an engagement with a new client, we begin with a workshop introducing the team (from both Airwalk Reply and the client), the project objectives, and our anticipated timelines and approach. This workshop is most impactful when the majority of client stakeholders involved in the project are present and involved (either in person or remotely). Where this is impossible, we can hold separate sessions with teams that cannot participate in the kick-off workshop to ensure all stakeholders are engaged and bought into the project's objectives.

Account Management

Designated Account Manager - Each client has a designated Account Manager, who will be the main point of contact throughout the engagement. This individual is responsible for ensuring that delivery progresses and is executed to the standards that Airwalk Reply and our clients expect.

Fortnightly review meeting

Alongside regular ceremonies and informal daily interaction between the Airwalk Reply project team and the client, we hold formal review meetings with key stakeholders, usually fortnightly. This includes critical client stakeholders, senior Airwalk Reply project team members, and the Airwalk Reply Account Manager. Where appropriate, these meetings will consist of a review of work completed and demonstrations or walk-throughs of deliverables.

Offboarding

Where an engagement continues to completion, unless the client requests an extension or new engagement, all client IT, documents, artefacts and deliverables will be returned to the client. Our team will ensure a complete handover of data and knowledge to client staff. An ongoing support or retained advisory service may be implemented where appropriate to provide additional continuity.

ACCESS TO DATA

Ensuring secure access to client data upon exit is paramount to maintaining confidentiality and integrity. We begin by conducting a comprehensive inventory of all client data stored within our systems, encrypting it both in transit and at rest using industry-standard protocols. Strict access controls and authentication mechanisms are implemented to restrict access to authorized personnel only, with permissions regularly reviewed and updated. Client data is segregated from other data within our systems, ensuring isolation and protection. Upon exit, all access rights to client data are promptly revoked, including user account deactivation and permission removal. If requested, we securely delete or anonymise client data in accordance with retention policies and regulatory requirements. Detailed documentation and audit trails of data access are maintained, providing transparency and accountability. Before exiting, we verify with the client that all necessary data access has been revoked. Finally, we adhere to legal and regulatory obligations regarding data protection and privacy, ensuring compliance with contractual agreements and applicable laws such as GDPR or HIPAA. Through these measures, we ensure that client data remains secure throughout the exit process, mitigating the risk of unauthorized access or data breaches.

SECURITY

Personnel Security

As a Specialist Cloud Service, the capability being offered is not limited to specific Impact levels (as it is not infrastructure, software or a platform) and can be used, subject to personal Security Clearance levels.

Reply consultants are mostly Security Cleared (SC), some have higher-level Developed Vetting (DV) clearances. We also have a pool of NPPV3 Consultants for Policing work. The majority of our work for both public and private sector clients is at IL2 but we work in the Official, Secret and Top-Secret domains.

Our hard and soft information security processes have been designed and approved by independent CESG CLAS accredited consultants.

Information Security

We are ISO27001, Cyber Essentials Plus certified and our Quality Assurance processes are based upon and compliant with our ISO 9001 accreditation. Our Information Security processes are directly guided by our ISO27001 accreditation. We shall adhere to local information and other security policies and will apply local Security Operating Procedures (SyOPs) as may exist. If such do not exist we shall apply our own SyOPs.

Physical Security

The Main Reply Office (London, UK) is a Police Accredited Secure Facility (PASf) with access controls for each point of entry. All Laptops/Phones must be stored securely overnight. When working on a client-site our consultants adhere to client security policies.

TRAINING & KNOWLEDGE TRANSFER

We enable customer teams throughout delivery by embedding knowledge transfer alongside implementation activities. Training is aligned to organisational roles, ensuring relevance for finance users, operational staff, and system administrators.

Knowledge transfer is delivered through:

- A train-the-trainer approach to establish internal subject matter experts.
- Technical training for administrators covering configuration, security roles, and integrations.
- Walkthroughs of system design, data structures, and operational processes.
- Provision of comprehensive documentation, including user guides and runbooks.

Formal training is supported by ongoing access to expert guidance during delivery and early life support. Where required, refresher sessions or additional enablement can be provided to support organisational change or onboarding of new users.

ORDER & INVOICING PROCESS

To begin the process, please contact commercial.services.airwalk@reply.com with details of your organisation, role and high-level requirements.

Our Framework Manager will connect you to our experts and from here we will organise an introductory discussion to go into more detail and shape a proposed engagement that suits your needs.

We invoice for both fixed price and time and materials engagements one month in arrears. For fixed price engagements, this takes place upon completion of the deliverable(s), or in stages, if the size of the engagement is greater than £40,000 excluding VAT.

Payment terms are 30 days net of receipt of invoice.

ABOUT REPLY

Reply is a company that specialises in Consulting, Systems Integration and Digital Services with a focus on the conception, design and implementation of solutions based on the new communication channels and digital media.

Reply partners with key industrial groups in defining and developing business models made possible by the new technological and communication paradigms such as Artificial Intelligence, Big Data, Cloud Computing, Digital Communication, the Internet of Things and Mobile and Social Networking. In so doing, it aims to optimise and integrate processes, applications and devices.

Reply's offer is aimed at fostering the success of its customers through the introduction of innovation along the whole economic digital chain. Given its knowledge of specific solutions and due to a consolidated experience, Reply addresses the main core issues of the various industrial sectors.

Through its network of specialist companies, Reply supports some of Europe's leading industrial groups in Telco & Media, Industry & Services, Banks & Insurance, and Public Administration to define and develop business models, suited to the new paradigms of Artificial Intelligence, Big Data, Cloud Computing, Digital Media and the Internet of Things.

We make innovation happen.

We started with a small team and a purpose: to help the digital revolution happen. Today, we are a team of more than 14,600 people in 16 different countries but we still have the same DNA, made up of agile, vertical task forces and an inner passion for innovation.

We are a decentralised network of specialised companies.

Among Replyers, you will find passionate geeks, visionary strategists, and creative minds, each with sharp skills in a specific business, who cooperate together and never stop learning from each other.

Make forward, act sustainably.

We know a sustainable future is possible and technology can be a strong asset to reach it. As leaders in digital transformation, we push for change and operate in full accordance with the highest ethical standards and with respect for the rights of future generations