

Service Definition Document

Mobilisation Coordination Services





Mobilisation Coordination Services

Opencast provides *Mobilisation Coordination Services* under the G-Cloud framework (Lot 3: Cloud Support Services), tailored to meet the needs of highly regulated public sector environments including central and local government and health and social care organisations.

Opencast's Mobilisation Coordination services support organisational objectives:

- Cloud First Strategy: Ensuring readiness and structured execution for cloud migration.
- Value for Money: Demonstrating measurable improvements in migration efficiency and risk reduction.
- Digital Transformation: Incorporating mobilisation coordination into migration decisions.
- Capability Building: Supporting the development of DDaT skills through mobilisation training and knowledge transfer.

Service Features:

- Resource allocation and readiness planning for migration activities.
- Stakeholder alignment with clear roles and responsibilities (e.g. RACI).
- Risk identification and mitigation/management strategies for mobilisation phase.
- Detailed timeline and milestone scheduling for mobilisation tasks.
- Communication framework for coordination across teams and partners.
- Governance structure and escalation paths for effective decision-making.
- Landing zone setup for secure and compliant cloud environment.
- Training and onboarding plans for technical and operational teams.
- Dependency mapping across workloads, systems, and integrations.
- Performance monitoring and reporting mechanisms for mobilisation progress.

Service Benefits:

- Ensures readiness across people, processes, and technology.
- Reduces migration risks through structured planning and oversight.

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- Accelerates execution by aligning resources and priorities early.
- Improves stakeholder confidence with clear roles and communication.
- Minimises downtime through dependency mapping and sequencing.
- Supports compliance with governance and regulatory requirements.
- Enhances agility for large-scale or phased migrations.
- Facilitates proactive risk mitigation and contingency planning.
- Builds a strong foundation for successful cloud adoption.

Opencast's Mobilisation Coordination services provide public sector organisations with the methodologies, tools, expertise and experiences needed to manage cloud migration readiness and execution effectively. By combining technical coordination with robust governance, we enable organisations to deliver better services for citizens while ensuring strategic alignment and value.

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Service Offering: Discovery Factory

Overview

The Discovery Factory is Opencast's structured, scalable and repeatable approach to triaging, prioritising and delivering high-quality Discoveries at pace. Designed for complex public-sector environments, the model delivers clarity, rigorous scoping and prioritisation from day one.

By introducing a single 'front door' and leveraging shared methods, reusable assets and Agile ways of working, the Discovery Factory accelerates time to value while reducing risk, cost and duplication across multiple initiatives.

Key Features

- **Front Door:** A simple, consistent entry route for new ideas and requests.
- **Sprint 0:** A rapid mobilisation phase covering capture, triage, sizing, planning and resource allocation – starting with clarity and direction.
- **Discovery Execution:** Cross-functional, value-focused Discovery sprints that deliver insight, technical investigation, user needs, service mapping, and options analysis.
- **Go/No-Go Assurance:** A checkpoint ensuring alignment, readiness and value before progressing into Alpha.
- **Parallel Discovery Capability:** Centralised planning, shared resources, consistent templates allow quality Discoveries to run simultaneously.

Service Benefits

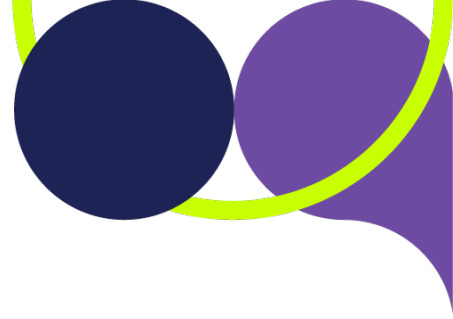
- **Accelerated Time to Value:** Fast, structured processes and tightly validated scope reduces delivery time and ensures high quality outcomes.
- **Higher Confidence in Delivery:** Clear work packages, better-defined requirements and transparent dependencies enable smoother transitions into design, engineering and delivery teams.
- **Reduced Risk:** Early alignment, disciplined triage and aligning to GDS minimises scope creep and the likelihood of stalled or failed Discoveries.
- **Cost Efficiency:** Shared tooling, reusable assets and a scalable model reduces duplication and maximises delivery with constrained resources.
- **Improved Stakeholder Alignment:** A whole-service, product-centric mindset ensures shared goals, recognition of constraints and collective understanding.
- **Capability Uplift:** Experienced practitioners embed Agile behaviours and best practice — strengthening long-term internal capability for our clients.

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About Opencast

Who we are

Opencast is an independently owned full-service UK technology consultancy specialising in designing, building, and running human-focused digital and technology solutions.

Opencast works at the heart of UK government, healthcare and innovative business to develop solutions that include support for critical systems and services and help for millions of people. Opencast delivers improved digital experiences, better operational performance, responsible emerging tech and innovation, and enhanced insights through data.

Opencast believes in making life better through the power of people and technology. Its vision is to make a positive impact on society through solutions that are simpler, more sustainable and fairer for all.

Who we work with

Opencast specialises in developing end-to-end enterprise solutions for government, healthcare and innovative business. Our public sector experience includes working with:

- Advisory, Conciliation and Arbitration Service (ACAS)
- Department for Education (DFE)
- Department of Health and Social Care (DHSC)
- Department for Work and Pensions (DWP)
- Government Digital Service (GDS)
- Her Majesty's Revenue and Customs (HMRC)
- Home Office (HO)
- Marine Management Organisation (MMO)
- Ministry of Justice (MOJ)
- Ministry of Defence (MOD)
- NHS Business Services Authority (NHSBSA)
- NHS England (NHSE)

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Our team

Our teams have an excellent delivery track record, bringing years of technology and digital experience to our clients. Our people display qualities and behaviours that underpin our values.

Our values:

- We build trust
- We enable people
- We work together
- We do the right thing
- We make a difference

In practice that means our people are hard-working, smart self-starters who think independently and use their intuition to deliver for our clients with confidence and transparency.

Our people also have a strong sense of team and always treat each other with respect. Our people have experience working in both full Opencast teams, as well as mixed client and supplier teams.

Our culture empowers independent-minded people in our mission to do the right thing for our clients, our team and wider society: good teamwork to make life better.

Client Partnership

Opencast appoints a Client Relationship Director (CRD) at the start of our engagements to manage the partnership between the client and Opencast. The named CRD will be available to attend calls or visits on-site and will act as a point of collaboration and escalation where required.

The CRD will be tasked with creating a true partnership with the client and to ensure that maximum value is gained by the client from the partnership.

Typically, we also involve our senior consultancy team including our Directors of Capability and Practice Leads. Drawing on decades of experience, they bring other viewpoints and ideas for consideration, not just within the project space, but also in other technologies, services, or business.

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People Management

Opencast takes its people care very seriously. Our aim is to provide committed people who care about the success of both Opencast and our clients.

In addition to the CRD, our consultants benefit from dedicated People Experience Partners (PEEPs) that provide pastoral care, as well as close links in with our Practice Leads that lead our capability development. These roles are supported by our wider People Experience Team, ensuring that our people are supported from all sides.

In the unlikely event that a personnel change is required, Opencast work closely with the client to ensure a smooth transition and an effective handover.

People Vetting

Our consultants provide references and background checks to meet the requirements of the client. We clear all employees to BPSS level as a minimum, and many of our consultants have or are eligible for SC clearance. Opencast typically cover the costs of obtaining standard checks and references and will inform the client if there are any issues or delays to the vetting process prior to consultants starting work with the client.

Pricing & Quality of People

Opencast is proud of its reputation for quality and delivery and take great care in selecting the right people for the right assignments.

We have a rigorous interview process, conducting both competency-based and values-based interviews and assessments as part of the recruitment process. Our employees are often people who are already known to us or have been passed on by personal recommendations and the vast majority are permanent employees.

We can provide our services on either a Time & Materials (T&M) or Fixed Price basis to match your needs. For T&M services, please refer to our SFIA Rate Card.

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Value Adding Activities

Opencast recognise the strategic importance of our clients' projects, and to ensure the ongoing success of their services. We treat knowledge transfer and handover activities as first-class deliverables, setting up our clients for success.

Opencast work closely with its clients to:

- Provide additional ad-hoc project/delivery status updates as required
- Be available for advice and guidance for strategic or tactical next steps
- Provide information and collateral to facilitate stakeholder presentations
- Attend calls or assist directly with stakeholder meetings
- Provide guidance and opinions upon best practice
- Facilitate workshops or "brown bag" sessions to share experiences and knowledge and become active members of communities of practice
- Encourage networking between client sponsors and project staff to other trusted clients of Opencast for industry or technology sharing (i.e. other Government departments or health and social care organisations)

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