We enable you to better deliver complex programmes, including ICT Transformation programmes, through the integration of Programme Management, Enterprise Architecture and Investment Analysis.

This means that you can maintain a clear picture of your outcomes and how they are being realised, which builds the coherence you need to make informed decisions.

BMT Hi-Q Sigma provides service solutions under the categories shown on the right.

Click here to learn more about BMT Hi-Q Sigma

Click here to view the Specialist Cloud Services mandatory responses
To use the Catalogue:
Select one of the Capabilities shown in the black boxes to obtain an overview of our services.
Select a service from the blue tables to view the full Service Definition.
Use the navigation buttons in the bottom right corner to navigate through the catalogue.
Enterprise Risk Management

Service Definition

BMT Hi-Q Sigma offers a comprehensive Enterprise Risk Management service allowing you to select from a wide range of specifically targeted services or purchase an integrated end-to-end service to better understand the risks (both threats and opportunities) associated with successful delivery of your objectives.

Our overall objective is to provide you with the assurance that the solution that you have selected, be it purely Cloud based or a combination of Cloud and traditional components, does meet the expectations of your organisation.

Our service begins by working with you to clearly define your Risk Management requirements and define the processes to be put in place to enable your organisation to undertake more effective, efficient and confident decision making to enable business change.

We can then support you through the process to identify potential risks through facilitated workshops and population of appropriate risk registers, helping you to evaluate technical and project/programme assessment and identify risk mitigation actions. We can then use this information to undertake Quantitative Risk Analysis (both Cost and Schedule) to provide you with the key drivers to delivering your objectives to focus management attention.

We measure our success by your success. We aim to gain the status of “Trusted Advisor” through the hard work and dedication of our consultants.

Benefits of Service

In addition to the benefits provided by each individual service an integrated risk management approach provides a coherent understanding across all stakeholders to enable better informed business decisions.
Enterprise Risk Management Training

Service Definition
BMT Hi-Q Sigma offer a service to design and deliver bespoke training to meet your individual needs relating to Enterprise Risk Management (ERM) including for ICT Transformation, e.g., transition to a Cloud-based ICT environment. We also have a selection of tried and tested off-the-shelf training courses.

In-house Training:
- **Getting the Basics Right in Risk Management** – A one day course on how to improve quality of risk information and write effective risk descriptions. Includes various risk capture techniques and risk quality assurance tools. Suitable for all levels.
- **Project and Programme Risk Management** – A two day in-depth course covering the whole risk lifecycle, designed to encourage the identification and effective management of ‘real' risk. Suitable for all levels.
- **Project and Programme Risk Modelling and Analysis** – A two day in-depth course covering the inputs and the analysis of the outputs of risk modelling and simulation. Suitable for experienced Risk Co-ordinators or Risk Managers who require up-skilling in modelling and simulation of risk for time and cost.

Bespoke Training:
- BMT Hi-Q Sigma can provide unique training and/or mentoring solutions to satisfy the business needs and objectives associated with any aspect of Enterprise Risk Management. We have designed and delivered tailor-made training to support some of the most diverse organisations and complex projects and programmes.

The training and mentoring is delivered by experienced consultants who are practitioners with current and relevant experience, and who are also accomplished and practised trainers.

Benefits of Service
- Upskilled and more knowledgeable people reducing need for outsourcing.
- Tailored training to meet the exact requirements and needs of the organisation and people.

Assumptions
- Assumes training hosted at client premises at no cost to BMT Hi-Q Sigma.
- Assumes availability and use of client resources as appropriate.

In-House Training Price
The prices for in-house training are shown in the table below. The pricing assumes a class of up to 6 delegates.

<table>
<thead>
<tr>
<th>In-House Training</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting the Basics Right in Risk Management</td>
<td>1 Day</td>
<td>£1,500</td>
</tr>
<tr>
<td>Project and Programme Risk Management</td>
<td>2 Days</td>
<td>£2,800</td>
</tr>
<tr>
<td>Project and Programme Risk Modelling and Analysis</td>
<td>2 Days</td>
<td>£2,800</td>
</tr>
</tbody>
</table>

Bespoke Training Price
On request, we can assess your specific circumstances and provide a tailored estimate of price for all your bespoke training requirements in line with our Skills For the Information Age (SFIA) Definitions & Rate Card

Related Services
- **EA Training**
- **Enterprise Risk Management**
- **Investment Analysis Training**
- **Solution Definition Training**
Quantitative Risk Analysis

Service Definition

Quantitative Risk Analysis is the statistical modelling approach employed to help you understand your level of confidence in achieving your key milestones and understand the key drivers to meeting your objectives, including for ICT Transformation projects/programmes, e.g., transition to a Cloud-based ICT environment.

BMT Hi-Q Sigma provides you with Schedule Risk Analysis (SRA) and Cost Risk Analysis (CRA) expertise. We will work with you and your stakeholders to produce a risk model that is representative of your programme/project and agree the risk to be applied against the relevant activities.

We carry out Monte Carlo simulation using a recognised risk analysis tool. We have experience in using a number of tools, e.g. Predict! Risk Analyser, Primavera Risk Analyser (Pertmaster) and can advise on the most appropriate.

What We Deliver

A report highlighting the key drivers to achieving your key programme/project milestones (in terms of time and/or costs) and time and cost confidence levels, e.g. P50 and P90 for time and cost.

Benefits of Service

Understanding the key drivers to delivery of your programme/project objectives enables you to concentrate resources in the most effective and efficient manner.

Understanding the areas of the project/programme which are most critical to the project/programme enables you to focus your management attention.

Assumptions

In order to produce a robust risk analysis, there must be a robust and realistic schedule, project/programme costs and a mature risk register in place.

Example Service and Price

Once we gain an understanding of your organisation, we will complete a Schedule Risk Analysis and produce a risk network of no more than 250 lines based on your schedule, agree the risks to be applied by holding up to 2 workshops with the relevant stakeholders (up to a maximum of 20), carry out Monte Carlo analysis and provide a report detailing the driver risks and confidence limits.

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<thead>
<tr>
<th></th>
<th>Day Rate (£)</th>
<th>Effort (Days)</th>
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<tr>
<td>Apply</td>
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<td>Enable</td>
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<tr>
<td>Ensure/Advise</td>
<td>£800</td>
<td>10</td>
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<tr>
<td>Initiate/Influence</td>
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<td>10</td>
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<tr>
<td>Set Strategy/Inspire</td>
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<tr>
<td>Total Days of Effort</td>
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</table>

Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

- Cost Estimating and Modelling
- Enterprise Risk Management
- Project Controls Maturity
- Project Planning & Scheduling
- Risk Management
- Risk Maturity
Risk Management

Service Definition

BMT Hi-Q Sigma provides an independent and impartial Risk Management service to create the environment, processes and tools for successful risk (both threat and opportunity) management. This will help your organisation develop an understanding of the risks faced and enable effective, confident decision making to enable you to reduce threats and to exploit opportunities. (including for ICT Transformation projects/programmes, e.g., transition to a Cloud-based ICT environment.)

Working with you and your stakeholders we can design and implement the most appropriate processes, policies and structures for your organisation. We can provide facilitation services in risk identification, risk assessment (both project/programme and technical) and risk mitigation actions as well as carrying out risk analysis. In addition we can design and implement appropriate risk reporting.

We have knowledge and experience in a number of tools (e.g. Active Risk Manager (ARM), Predict! Risk Controller & Risk Analyser, Primavera Pertmaster, etc.) and can advise on those appropriate to your business. We have a proven track record working on complex programmes establishing risk management solutions.

What We Deliver

- A set of documented risk management processes that represent the agreed way your business is and/or should operate.
- Facilitation service for risk identification and mitigation identification workshops.
- Risk analysis services.
- Risk reporting.

Benefits of Service

We provide experienced and independent consultants to provide you with the most appropriate risk management advice and support.

Assumptions

Commitment of all stakeholders to engage with the process.

Example Service and Price

To undertake a risk workshop for up to 10 stakeholders. We facilitate the identification and quantification of risks to give you a complete picture of the threats and opportunities to meet your objectives. This includes preparation, the workshop and write up to feed into your risk register.

<table>
<thead>
<tr>
<th></th>
<th>Day Rate (£)</th>
<th>Effort (Days)</th>
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Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

- Enterprise Risk Management
- Project Controls Maturity
- Project Planning & Scheduling
- Quantitative Risk Analysis
- Risk Maturity
Risk Maturity

Service Definition

BMT Hi-Q Sigma will provide an assessment of the current ‘As Is’ Risk Management Maturity position through use of our risk maturity model as well as helping you to identify the desired ‘To Be’ position.

We provide an independent assessment against a set of criteria to measure your organisation’s current risk maturity level using our risk maturity model, which has been developed from the Association for Project Management (APM) Compass. We will also help you to assess the level that your organisation is required to operate at and make recommendations for the actions to be put in place to achieve the level required.

This service will enable you to have a clearly defined “As Is” and “To Be” position, including for ICT Transformation projects/programmes, e.g., transition to a Cloud-based ICT environment.

What We Deliver

• Risk Maturity Report.
• Risk Maturity Presentation to Stakeholders.

Benefits of Service

• The risk maturity model output enables the organisation to have a clearly defined “As Is” and “To Be” position.
• Identifies cost effective actions to gain the most benefit from your risk management to enable good decision making and resource allocation.

Assumptions

Access will be provided to relevant documentation and stakeholders in order to effectively assess the risk maturity level.

Example Service and Price

An assessment of the current risk management maturity level, through document review and interviewing appropriate stakeholders (up to a maximum of 8).

Presentation of the results along with recommendations of appropriate actions to achieve the required level.

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<th>Day Rate (£)</th>
<th>Effort (Days)</th>
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<tbody>
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<tr>
<td>Enable</td>
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<td>Ensure/Advise</td>
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<td>Set Strategy/Inspire</td>
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Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

• Enterprise Risk Management
• Integrated Baseline Review
• Project Controls Maturity
• Quantitative Risk Analysis
• Risk Management
**Investment Analysis**

**Service Definition**

BMT Hi-Q Sigma offers a comprehensive Investment Analysis service allowing you to select from a wide range of specifically targeted services or purchase an end-to-end service.

Our overall objective is to provide you with the assurance that the solution that you have selected, be it purely Cloud based or a combination of Cloud and traditional components, meets the expectations of your organisation.

Our service begins by working with you to clearly articulate your business Investment Analysis requirements. We will work with you to identify your cost modelling needs, whether it is a single cost model that can be used across the business or a model for a specific project/programme. We will help you determine if your project/programme requires an Investment Appraisal, Total Cost of Ownership (TCO) or Whole Life Cost (WLC) approach and we will work with you to achieve your goals and populate your business case. Our support can include training in either the use of the cost model itself or in Investment Analysis techniques such as three point estimating, Monte Carlo simulation, obsolescence costing, etc.

We measure our success by your success. We aim to gain the status of “Trusted Advisor” through the hard work and dedication of our consultants.

**Benefits of Service**

In addition to the benefits provided by each individual service, our holistic approach will ensure that the delivered solution does meet your needs, is delivered on time and to budget.
## Cost Estimating and Modelling

### Service Definition

BMT Hi-Q Sigma provides an independent and impartial cost management service that delivers soundly based project/programme cost estimates for all stages of the procurement lifecycle. BMT Hi-Q Sigma will work with your organisation to develop the type of cost model you require, e.g. Whole Life Costs (WLC) or Total Cost of Ownership (TCO) for an ICT Transformation/Cloud Migration programme.

Working with you and your stakeholders from the beginning allows us to provide pragmatic, comprehensive, concise models and to identify the cost drivers for your project. We have experience of assessing options and Value for Money (VfM), affordability and financial analysis against formal criteria and can work with you to analyse scenarios, options and apply financial treatments to maximise generation of cash flow and identify savings.

The cost models we develop use statistical analysis processes (e.g. Monte Carlo simulation) to provide outputs as percentage confidence limits that match your organisational needs. We have a proven track record working on complex programmes establishing new and innovative solutions.

### What We Deliver

A populated cost model that combines costs and risks to provide an estimate of the cost of a project/programme. The cost model will use Monte Carlo simulation to give outputs as confidence limits that match your organisational needs, conforming to HM Treasury’s Green Book for Public Sector organisations. A report can be provided identifying cost drivers, risks, opportunities, issues and recommendations for your project/programme. This can be extended to include the facilitation of risk identification workshops and risk assessment interviews.

### Benefits of Service

BMT Hi-Q Sigma will use its collective decades of experience in cost estimating and modelling to ensure that your project/programme progresses through decision points more easily.

### Assumptions

A risk register covering the project/programme risks is available and is in a usable condition.

A suitable Work Breakdown Structure (WBS) is available to use as the backbone of the cost model.

### Example Service and Price

To provide a 2 week scoping study that will clearly identify activities and costs to deliver a comprehensive but appropriate populated cost model for the project based on best practice from the Cabinet Office and HM Treasury.

**Day Rate (£)** | **Effort (Days)**
--- | ---
Apply | £950 | 10
Enable | £1,200 | 5
**Total Days of Effort** | **15**
**Total Price** | £15,500

**Price**

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

### Related Services

- Application Portfolio Rationalisation
- Cost Model Development
- Investment Analysis
- Investment Appraisal
- IT Benchmarking
- Quantitative Risk Analysis
Cost Model Development

Service Definition

BMT Hi-Q Sigma has experience of carrying out cost model development to enable you to use a generic cost model on similar projects/programmes (e.g. multiple/iterative ICT Transformation/Cloud Migration programmes).

We will produce an unpopulated cost model, tailored to your needs, that will give the project/programme team the ability to combine costs and risks to provide an estimate of the cost of a project/programme. The cost model will use statistical analysis (e.g. Monte Carlo simulation) to give outputs as confidence limits that match your organisational needs, conforming to HM Treasury’s Green Book for Public Sector organisations. This can be extended to include the facilitation of risk identification workshops and risk assessment interviews and the data collection (if data collection is required it may be appropriate to use our Cost Estimating and Modelling Service for a single project/programme).

What We Deliver

- An unpopulated tailored cost model that can be used on a number of your organisation’s projects/programmes.
- Cost model training can be delivered to key project/programme staff to ensure the Project/Programme team have the capability to populate and use the model correctly.

Benefits of Service

This approach will provide your organisation with a generic cost model that will enable you to use the same cost model on similar projects/programmes.

This approach will save time on cost model development and testing for individual projects/programmes.

Assumptions

We can gain a suitable understanding of your business and determine the best way of working alongside your staff within a mutually agreed timeframe.

The model requirements are understood and the model will only be used by suitably trained staff.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Day Rate (£)</th>
<th>Effort (Days)</th>
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</thead>
<tbody>
<tr>
<td>Apply</td>
<td>£950</td>
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<td>Enable</td>
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<td>Ensure/Advise</td>
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<td>Total Days of Effort</td>
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</tr>
<tr>
<td>Total Price</td>
<td>£15,500</td>
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</tr>
</tbody>
</table>

Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

- Cost Estimating and Modelling
- Investment Analysis
Investment Analysis Training

Service Definition

BMT Hi-Q Sigma offer a service to design and deliver bespoke Investment Analysis training to meet your individual needs, including for ICT Transformation, e.g., transition to a Cloud-based ICT environment.

Bespoke Training:

• BMT Hi-Q Sigma can provide unique training and/or mentoring solutions to satisfy the business needs and objectives associated with both Financial Tracking and Total Cost of Ownership (TCO) modelling and analysis.

• We have designed and delivered tailor-made training to support some of the most diverse organisations and complex projects and programmes.

Training and mentoring is delivered by experienced consultants who are practitioners with current and relevant experience, and who are also accomplished and practised trainers.

Benefits of Service

• Upskilled and more knowledgeable people reducing need for outsourcing.

• Tailored training to meet the exact requirements and needs of the organisation and people

Assumptions

• Assumes training hosted at client premises at no cost to BMT Hi-Q Sigma.

• Assumes availability and use of client resources as appropriate.

Example Service and Price

Your Bespoke Training may want to address the need for Cost Modelling and Analysis upskilling, comprised of, for example:

Design and develop the training solution.

Deliver 3 X 1 day course to a maximum of 6 people per course. Analyse feedback and improve solution.

<table>
<thead>
<tr>
<th>Service</th>
<th>Day Rate (£)</th>
<th>Effort (Days)</th>
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<tr>
<td>Initiate/Influence</td>
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</tr>
<tr>
<td>Set Strategy/Inspire</td>
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<tr>
<td>Total Days of Effort</td>
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<td>13</td>
</tr>
<tr>
<td>Total Price</td>
<td>£12,350</td>
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</tr>
</tbody>
</table>

Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

• EA Training
• Enterprise Risk Management Training
• Investment Analysis
• Solution Definition Training
Investment Appraisal

Service Definition

BMT Hi-Q Sigma will produce an Investment Appraisal to enable your Cloud, non Cloud and Hybrid programme team to rank the options for the project/programme under consideration. Where the project/programme will result in an income or a more efficient way of working, using tools such as Monte Carlo, the investment appraisal will provide an expected Internal Rate of Return and/or Payback Period for the investment.

If deemed appropriate, depending on the stage of project/programme, BMT Hi-Q Sigma will carry out a Balance of Investment (BOI) as a precursor to an Investment Appraisal. This BOI will confirm the need to carry out a full Investment Appraisal.

What We Deliver

• Investment appraisal report and cost model.
• Expected Internal Rate of Return and/or Payback Period for the investment.
• BOI Report.

Benefits of Service

An investment appraisal will enable decisions to be made regarding the commitment of new resources, or those which would result in measurable benefits.

A BOI will prevent nugatory Investment Appraisal work on unrealistic options.

Assumptions

We can gain a suitable understanding of your business and determine the best way of working alongside your staff within a mutually agreed timeframe.

A suitable Work Breakdown Structure (WBS) is available to use as the backbone of the cost model used for the Investment Appraisal.

Example Service and Cost

To develop, collect data, populate and deliver a cost model on a project with 4 options, 150 WBS items and 10 suitably defined risks using MS Excel and a Monte Carlo bolt on to Excel.

To prepare a report recommending the option to be taken forward.

<table>
<thead>
<tr>
<th>Service</th>
<th>Day Rate (£)</th>
<th>Effort (Days)</th>
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<tbody>
<tr>
<td>Apply</td>
<td>£950</td>
<td>10</td>
</tr>
<tr>
<td>Enable</td>
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<tr>
<td>Ensure/Advise</td>
<td>£1,200</td>
<td>5</td>
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<td>Initiate/Influence</td>
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<td>Set Strategy/Inspire</td>
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<tr>
<td>Total Days of Effort</td>
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<td>15</td>
</tr>
<tr>
<td>Total Price</td>
<td>£15,500</td>
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</tr>
</tbody>
</table>

Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

• Cost Estimating and Modelling
• Investment Analysis
Project and Programme Controls

Service Definition

BMT Hi-Q Sigma offers a comprehensive Project and Programme Controls Management service allowing clients to select from a wide range of specifically targeted services or purchase an integrated end-to-end service to better understand the project/programme performance in delivery of their objectives.

Our overall objective is to provide you with the assurance that the solution that you have selected, be it purely Cloud based or a combination of Cloud and traditional components, does meet the expectations of your organisation.

Our service begins by working with you to clearly define your Project and Programme Controls requirements and uses industry best practice methodologies such as Managing Successful Programmes (MSP), APMP and P3M3 to define the processes and appropriate tools to be put in place to enable your organisation to undertake more effective, efficient and confident decision making to enable business change.

We can support you and your stakeholders through the process to define the project controls system to be employed, including documenting the processes and helping you to implement them.

We measure our success by your success. We aim to gain the status of ‘Trusted Advisor’ through the hard work and dedication of our consultants.

Benefits of Service

In addition to the benefits provided by each individual service the integrated Project and Programme Controls approach helps you to establish processes that are appropriate for your organisation and to deliver your objectives under control.
Customer Friend

Service Definition

BMT Hi-Q Sigma acts as an independent Customer Friend to deliver a hands-on approach, working alongside you and your team to enable project delivery and achieve Business Change. This service is applicable to projects utilising Cloud services, traditional techniques and the evolving hybrid approaches to ICT programmes.

We use our in-depth knowledge of programme management and enterprise architecture methodologies in line with industry best practice to act on behalf of your team:

- We can develop an appropriate project control system using industry recognised methodologies such as Managing Successful Programmes or P3M3.
- Develop a tailored approach to risk management, change management, resource management, planning and scheduling, cost modelling and risk analysis.
- Development and management of requirements.
- Conduct independent project review to provide assurance of delivery and corrective action advice where necessary.
- Effective stakeholder management.
- Represent the client team at key stakeholder meetings, providing valuable additional resource allocation.

What We Deliver

A team of trusted advisors who will act on your behalf to support your project.

Benefits of Service

Complete adaptability and flexibility of consultancy resource to meet your priorities ensures you receive the highest quality of service from your suppliers.

Assumptions

All relevant stakeholders will be available to work with the consultants as part of the project/programme team and will supply necessary inputs, e.g. feedback, meeting attendance, information.

Example Service and Price

Please refer to our SFIA rate card. We would select the appropriate range of grades dependant upon the requirements of the project and the level of autonomy you grant us.

Price

On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

- EA Technical Assurance
- IT Benchmarking
- Project and Programme Controls
- Project Controls Management
- Solution Definition
- Supplier Submission Assessment
Integrated Baseline Review

Service Definition

BMT Hi-Q Sigma provides an Integrated Baseline Review (IBR) service following best practice as defined by the Association for Project Management (APM) Earned Value Management (EVM) Guidelines.

The purpose of the IBR is to provide confidence to senior management and stakeholders that a realistic and achievable Cloud/non Cloud/ Hybrid programme baseline has been established along with adequate resources to deliver it. It also provides evidence that a robust project controls system is in place to regularly report progress against the baseline and identify issues early so that management focus and recovery plans can be put in place to support project delivery to agreed cost, time and performance objectives.

The IBR is part of a suite of reviews that include Readiness Reviews (RR) that check the readiness of a project control organisation and Demonstration Reviews (DR) that provide assurance that the project control system continues to control the project adequately against its baseline.

What We Deliver

• Coaching and mentoring to prepare your organisation for an IBR, RR or DR.
• IBR, RR or DR mock data traces and interviews to highlight areas for improvement.
• IBR, RR or DR including in-brief, document review and data trace, interviews and out-brief presenting key findings.
• A final IBR, RR or DR report containing corrective actions and recommended closure actions.

Benefits of Service

• Confidence that a robust schedule for delivery is in place including costs and resources.
• Confidence that key risks have been identified and are being managed.
• Confidence that the project controls system in place

Assumptions

There is documentation and data available for review and comment and the relevant stakeholders are available for interview and involvement in the process.

Example Service and Price

An independent team of 3 undertaking an IBR on a single industry partner. This includes preparation, document review / data trace and undertaking of Integrated Baseline Review with 5 days on-site including in-brief, interviews, of up to 10 relevant stakeholders, out-brief and write up of corrective actions and report.

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<th>Day Rate (£)</th>
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<tr>
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<tr>
<td>Ensure/Advise</td>
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</table>

Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

• Risk Maturity
• Project and Programme Controls
• Project Controls Management
• Project Controls Maturity
• Project Planning & Scheduling
Project Acceptance Plan

Service Definition

BMT Hi-Q Sigma's Project Acceptance Plan service provides a pragmatic and affordable approach to the project acceptance of a Cloud/non Cloud/Hybrid solution against a set of requirements.

We ensure accuracy and completeness of acceptance, by considering the capability as a whole and the interdependencies of each of the Systems/Sub-Systems in accepting a complete capability, which fulfils the users' needs through associated testable and provable system functions.

Multiple methods of Testing and Evaluating are considered in order to achieve acceptance of the solution in the most efficient manner, using analysis of new or legacy data, and with progressive assurance aiding an incremental approach to acceptance during your ICT transformation process. This will be communicated in the form of an Acceptance Plan.

What We Deliver

A plan for accepting a project against a set of requirements.

Benefits of Service

Our consultants have extensive experience in developing Acceptance Strategies and in assisting the Acceptance process for a wide range of systems and project delivery teams.

Combined with our other services, BMT Hi-Q Sigma follows an integrated approach and ensures a rational method is applied to the initial development of requirements, through to the acceptance of capability, to ensure that all aspects of the system are traceable and justified.

Assumptions

We assume access to relevant documentation and stakeholders within the client organisation.

Example Service and Price

For a ~£1m programme with no more than 200 requirements, we will spend up to 5 days on the client's site gaining knowledge of the project and its associated requirements then produce an Acceptance Plan describing the acceptance approach they should take.

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<thead>
<tr>
<th></th>
<th>Day Rate (£)</th>
<th>Effort (Days)</th>
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<tbody>
<tr>
<td>Apply</td>
<td>£650</td>
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<tr>
<td>Enable</td>
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<tr>
<td>Ensure/Advise</td>
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<tr>
<td>Set Strategy/Inspire</td>
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<tr>
<td>Total Days of Effort</td>
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<td>Total Price</td>
<td>£16,000</td>
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</table>

Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

• Project and Programme Controls
• Requirements Management
Project and Programme Controls Training

Service Definition
BMT Hi-Q Sigma offer a service to design and deliver bespoke training to meet your individual needs relating to Project and Programme Controls, including for ICT Transformation, e.g., transition to a Cloud-based ICT environment. We also have a selection of tried and tested off-the-shelf training courses.

In-house Training:
- **Project Management** – A three day course on Project Management which uses active learning techniques to develop the skills, knowledge, attitude and behaviours required to underpin all the competencies required to deliver successful projects and programmes. Suitable for all levels.
- **Earned Value Management** – A two day course on Earned Value Management designed to educate people in the origins, benefit, methods and implementation of effective Earned Value Management. Suitable for all levels.
- **Basic Contract Law in Project Management** – A one day course which provides an introduction to understanding contracts and the contractual environment in which projects are delivered. The course has a focus on the legal implications of basic contractual actions like working ‘at risk’.

Bespoke Training:
- BMT Hi-Q Sigma can provide unique training and/or mentoring solutions to satisfy the business needs and objectives associated with any aspect of Project and Programme Controls. We have designed and delivered tailor-made training to support some of the most diverse organisations and complex projects and programmes.

Training and mentoring is delivered by experienced consultants who are practitioners with current and relevant experience, and who are also accomplished and practised trainers.

Benefits of Service
- Upskilled and more knowledgeable client staff - reducing the need for outsourcing.
- Tailored training to meet the exact requirements and needs of the organisation and its people.

Assumptions
- Training hosted at client premises at no cost to BMT Hi-Q Sigma.
- Availability and use of client resources as appropriate.

In-House Training Price
The prices for in-house training are shown in the table below. The pricing assumes a class of up to 6 delegates:

<table>
<thead>
<tr>
<th>In-House Training</th>
<th>Duration</th>
<th>Price</th>
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<tbody>
<tr>
<td>Project Management</td>
<td>3 Day</td>
<td>£3,500</td>
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<tr>
<td>Earned Value Management</td>
<td>2 Days</td>
<td>£2,800</td>
</tr>
<tr>
<td>Basic Contract Law for Project Management</td>
<td>1 Day</td>
<td>£1,500</td>
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</table>

Bespoke Training Price
On request, we can assess your specific circumstances and provide a tailored estimate of price for all your bespoke training requirements in line with our Skills For the Information Age (SFIA) Definitions & Rate Card

Related Services
- **EA Training**
- **Investment Analysis Training**
- **Project and Programme Controls**
- **Solution Definition Training**
Project Controls Management

Service Definition

BMT Hi-Q Sigma will work with you and your stakeholders to design and implement the most appropriate processes, policies and structures for your business or programme / project requirements to enable you to gain a complete understanding of current project performance and make informed decisions.

We use industry best practice methodologies such as Managing Successful Programmes (MSP), APMP and P3M3 to deliver tailored Project Controls Systems including process documentation and appropriate tools covering areas such as:

- Programme/project management.
- Project/Programme governance.
- Schedule management plan.
- Reporting process.
- Change management.
- Resource management.
- Quality management.
- Earned Value Management (EVM).

What We Deliver

- Tailored Project Controls System.
- Process documentation.
- Advice on the relevant EVM Tool to employ.
- Reporting.

Benefits of Service

- An overall understanding of your programme/project performance.
- An understanding of the pressures and demands on critical organisational resources.
- Early management intervention to de-conflict resource pinch points and therefore enable you to manage your programmes/projects with confidence.

Assumptions

Commitment from all relevant stakeholders.

Example Service and Price

To provide a 2 week scoping study that will clearly identify activities and costs to deliver a comprehensive but appropriate Project Control regime for the project based on best practice from the Cabinet Office and the Association for Project Management.

<table>
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<tr>
<th>Service</th>
<th>Day Rate (£)</th>
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<tr>
<td>Ensure/Advise</td>
<td>£950</td>
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<td>Initiate/Influence</td>
<td>£1,200</td>
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<td>Set Strategy/Inspire</td>
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<tr>
<td><strong>Total Days of Effort</strong></td>
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<td><strong>15</strong></td>
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<tr>
<td><strong>Total Price</strong></td>
<td><strong>£15,500</strong></td>
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Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

- Customer Friend
- Integrated Baseline Review
- Project and Programme Controls
- Project Controls Maturity
- Project Planning & Scheduling
Project Controls Maturity

Service Definition

BMT Hi-Q Sigma provides a Project Controls Maturity service. We provide an independent assessment against set criteria to measure your organisation’s current (‘As Is’) Cloud/non Cloud/Hybrid project controls maturity level using our Project Controls Model based on the Association for Project Management (APM) Compass. We will also help you to assess the level at which your organisation should operate and include recommendations for actions to be undertaken to achieve the required level (‘To Be’).

What We Deliver

• A report documenting the ‘As Is’ project controls maturity and desired ‘To Be’ position.
• Recommended actions to be undertaken to reach the ‘To Be’ position.

Benefits of Service

• An impartial assessment of the project controls system that is in place across your organisation.
• Identification of cost effective actions to put in place to improve the level of Project Controls maturity.

Assumptions

There is a project controls system in place and stakeholders are engaged and involved in the process.

Example Service and Price

An assessment of the current project controls maturity level, through document review and interviewing appropriate stakeholders (up to a maximum of 8).

Presentation of the results along with recommendations of appropriate actions to achieve the required level.

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<th>Service</th>
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<tr>
<td>Initiate/Influence</td>
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Set Strategy/Inspire

Total Days of Effort 20

Total Price £16,000

Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

• Integrated Baseline Review
• Project and Programme Controls
• Project Controls Management
• Project Planning & Scheduling
• Quantitative Risk Analysis
• Risk Management
• Risk Maturity
Project Planning & Scheduling

Service Definition

BMT Hi-Q Sigma provides you with a Planning and Scheduling service to support the development of comprehensive, integrated and resourced plans in order to deliver your Cloud/non Cloud/Hybrid objectives and fully integrate with your key business processes.

We can devise reporting mechanisms and metrics underpinned by processes to provide meaningful information and enable informed decision making as well as managing stakeholder expectations.

We have knowledge of a number of planning tools e.g. Microsoft Project (MSP), Microsoft Project Enterprise (MSPe) and Primavera (P6) and can advise you on the tools(s) most appropriate to your business needs.

What We Deliver

- Project/Programme Plans.
- High Level and detailed plans.
- Resource Plans.
- Schedule Metrics & Reporting.
- Critical Path Analysis.

Benefits of Service

- Integrated schedules that are realistic, meaningful and have the confidence and commitment of your stakeholders.
- Confidence that your programme is realistic and achievable.
- Reliable forecasting for sound decision making.

Assumptions

Stakeholders are engaged and fully committed.

Full access to relevant project information, including assumptions and constraints, is provided.

Example Service and Price

Once we gain an understanding of your business we will produce a high level (un-resourced) project/programme schedule of up to 200 lines in support of meeting your objectives (on the basis of a ~£1M programme), in an appropriate format to present to senior stakeholders (Note this excludes on-going maintenance against the schedule)

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<thead>
<tr>
<th>Service Type</th>
<th>Day Rate (£)</th>
<th>Effort (Days)</th>
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<td>Apply</td>
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<tr>
<td>Enable</td>
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<td>Ensure/Advise</td>
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<td>Initiate/Influence</td>
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<tr>
<td>Set Strategy/Inspire</td>
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Total Days of Effort: 20
Total Price: £16,000

Price

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Related Services

- Integrated Baseline Review
- Risk Management
- Project and Programme Controls
- Project Controls Management
- Project Controls Maturity
- Quantitative Risk Analysis
- Stakeholder Management
Stakeholder Management

Service Definition
BMT Hi-Q Sigma’s Stakeholder Management service provides:

- The identification of key stakeholders both within and external to the Enterprise (following, for example, The Open Group Architecture Framework (TOGAF) Stakeholder Analysis process).
- The generation of a Stakeholder Map Matrix, outlining the method of engagement, priority, key concerns and nature of information exchange (e.g., Enterprise Architecture products) with each stakeholder.
- We can support on-going stakeholder engagement and management in order to implement the business interactions identified on the Stakeholder Map Matrix.

What We Deliver
- Stakeholder Map based e.g. on a TOGAF Stakeholder Map Matrix.
- Stakeholder Management Plan

Benefits of Service
Successful Stakeholder Management enables early identification of significant influencers and decision makers allowing resource to be more effectively allocated in order to satisfy these key players. It allows more effective communication across the Enterprise and promotes stakeholder buy-in. It avoids duplication of effort and the spread of false or conflicting information by allocating dedicated managers to each stakeholder.

Assumptions
We assume we will have sufficient access to key stakeholders within the client’s organisation in order to build a stakeholder map.

Example Service and Price
Conduct a series of interviews with (up to 20) key stakeholders across the Enterprise (of a ~£1M programme) and develop a Stakeholder Map Matrix following the TOGAF Stakeholder Analysis process. This will be used to produce a Stakeholder Management Plan. (Note this excludes on-going stakeholder engagement)

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Day Rate (£)</th>
<th>Effort (Days)</th>
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Price
The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services
- Enterprise Architecture
- Project and Programme Controls
- Project Planning and Scheduling
Enterprise Architecture

Service Definition

BMT Hi-Q Sigma offers a comprehensive Enterprise Architecture (EA) service allowing clients to select from a wide range of specifically targeted, individual Enterprise Architecture services, or to purchase an integrated end-to-end Enterprise Architecture solution which coherently applies EA across the client's organisation.

Among the EA services we offer for your Cloud, non Cloud and Hybrid projects/programmes are:

- Assessment of the maturity of your current EA Capability and design and implementation of an improvement programme.
- Help with the establishment of an EA Capability within your organisation.
- EA requirements management and implementation.
- Management of benefits delivered by EA.
- Advice on selection of appropriate EA approaches and tools.
- Transition and lifecycle management, underpinned by EA.
- Provision of practitioners to work within an EA team.
- Development of EA products and artefacts.
- Provision of EA training, support and consultancy.

We offer an EA ‘one-stop shop’ providing all or any combination of these services and will help you build the most appropriate Enterprise Architecture service package to meet your needs.

Benefits of Service

In addition to the benefits provided by each individual service, an integrated EA service will ensure a coherent approach is adopted across the Enterprise, reducing the likelihood of duplicated or nugatory work and decreasing the risk of incorrect or inconsistent data being used to inform key business decisions. Our holistic approach will ensure that the EA service is tailored to your specific needs and that EA is implemented and delivered in the most cost-effective manner.
Enterprise Architecture Benefits Management

Service Definition

BMT Hi-Q Sigma’s Enterprise Architecture Benefits Management service provides identification and quantification of benefits to be gained from adopting an architectural approach to ICT transformation, in particular migration to the Cloud, and from the development of specific Architectural products.

The service also provides measurement and monitoring of achievement of identified benefits with increasing Enterprise Architecture maturity.

The service delivers a Benefits Management Plan (BMP) and identifies and assesses the delivery of those benefits against the BMP on a regular basis, providing feedback via a series of Benefits Realisation Reports.

What We Deliver

• Benefits Management Plan.
• Benefits Realisation Reports.

Benefits of Service

Accurate benefits realisation metrics will help the Enterprise allocate EA resources more effectively in future by allowing the business to target investment towards areas of EA which deliver greatest benefit.

Benefits Realisation Reports will be produced on a regular basis (e.g., at six-monthly intervals).

Example Service and Price

On a programme of ~£1m, prior to the establishment of an EA Capability, BMT Hi-Q Sigma will undertake a review of proposed EA activities and produce a quantitative estimate of the benefits that could be realised and a plan for managing and measuring those benefits.

This example only includes the price of setting up a Benefits Management Plan, not the subsequent reporting of Benefits Realisation.

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<th>Day Rate (£)</th>
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<td>Initiate/Influence</td>
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<tr>
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Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

• EA Maturity Assessment
• EA Vision and Strategy
• Enterprise Architecture
Enterprise Architecture Consultancy

Service Definition

BMT Hi-Q Sigma’s Enterprise Architecture (EA) Consultancy service comprises on-going provision of Subject Matter Expert (SME) support to EA practitioners within the Enterprise, in support of ICT transformation, e.g., transition to a Cloud-based ICT environment.

What We Deliver

• Various, e.g., EA tool support, strategic and tactical EA support, advice on specific EA artefacts, products and views, etc.

Benefits of Service

This service will allow clients to target specific problem areas using our EA consultants, thus enabling existing resource to be deployed more efficiently and therefore improving the effectiveness of the Enterprise as a whole.

Assumptions

The service is provided to support EA products and services previously delivered by BMT Hi-Q Sigma.

Example Service and Price

A client has a requirement to retire an Application and replace it with a Cloud-based service but doesn’t understand the potential impact across the wider business, nor how to express this problem space using Enterprise Architecture. BMT Hi-Q Sigma provides EA Consultancy to help the client frame the problem and work up the most cost-effective solution to migrate this service to Cloud. This example represents an ‘initial look’ service to establish the optimum way forward.

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<tr>
<th>Service Type</th>
<th>Day Rate (£)</th>
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<td>Initiate/Influence</td>
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<td>Set Strategy/Inspire</td>
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Price

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Related Services

• EA Decision Support
• EA Maintenance
• EA Training
• Enterprise Architecture
Enterprise Architecture Decision Support

Service Definition

BMT Hi-Q Sigma’s Decision Support service provides for the use of Architectural products to support key management decisions related to transitioning the Enterprise to a future ICT environment, e.g., Cloud. We will analyse a client’s particular requirement, identify which Enterprise Architecture (EA) products are needed to support their decision making process and either generate these products or put forward existing EA products in support of that decision. We will typically produce a short report or other deliverable outlining our recommended solution to the client’s requirement.

What We Deliver

Ad hoc deliverables as required, typically short studies or white papers providing support to key management decisions, underpinned by Architectural products or Views as appropriate.

Benefits of Service

Use of EA provides a robust and traceable underlying data set by which to support key decisions within the Enterprise.

Assumptions

In order to bound this service, it is assumed Decision Support will be provided against a man-day rate.

Example Service and Price

A client has a deployed Application which is obsolescent and used infrequently by its host organisation, but is unsure which other Applications and Systems within the Enterprise are dependent on it. The client needs to decide whether to replace, delete or continue to maintain the Application. BMT Hi-Q Sigma would produce Capability Timeline and Dependency Views (based on e.g., the Ministry of Defence Architecture Framework, MODAF) and a short white paper with recommendations to support the client’s decision.

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<th>Day Rate (£)</th>
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<td>Total Price</td>
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Price

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Related Services

- EA Consultancy
- EA Modelling
- Enterprise Architecture
Enterprise Architecture Framework Development

Service Definition

BMT Hi-Q Sigma’s Enterprise Architecture (EA) Framework Development service will identify and develop (where necessary) an appropriate framework against which to build an Enterprise Architecture and deliver EA services to support migration to the Cloud or other environment.

Unless there is good reason to develop a new framework from scratch, this will typically involve tailoring an existing framework (e.g., TOGAF, MODAF, NAF) to meet the client organisation’s needs.

What We Deliver

Enterprise Architecture Framework Document, outlining the recommended Architectural Framework (AF) and referencing existing AF documentation or tailoring documents where appropriate.

Benefits of Service

The EA Framework Development service will provide a logical structure around which the Enterprise Architecture can be organised. This is a common structure across the Enterprise, ensuring all Enterprise Architects are working to the same framework and therefore sharing information effectively.

Assumptions

We assume an agreed EA Vision and Strategy are in place and that suitable EA tools are available.

Example Service and Price

Review of a client organisation’s existing EA Framework against its EA Vision and Strategy, assuming this Framework is in place and relatively mature. Make recommendations for change to the Framework and agree them with the client. Produce updated EA Framework Document. Assume the recommended framework is AF based on tailored TOGAF.

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<td>Total Days of Effort</td>
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<td>Total Price</td>
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Price

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Related Services

- EA Governance
- EA Implementation
- EA Maturity Assessment
- EA Technical Assurance
- EA Vision and Strategy
- Enterprise Architecture
Enterprise Architecture Governance

Service Definition

BMT Hi-Q Sigma’s Enterprise Architecture (EA) Governance service provides the development and articulation of a governance framework for the successful delivery of an EA capability to support ICT transformation, for example to a Cloud environment.

We have the ability to rapidly assimilate the structure, culture and working relationships within a client organisation and quickly identify and develop the most appropriate governance framework for transitioning that organisation and its ICT services.

What We Deliver

Enterprise Architecture Governance Framework, outlining roles and responsibilities and authority of key stakeholders, rules, processes and principles for EA delivery in support of ICT change and mechanisms for ensuring transparency and accountability.

Benefits of Service

A robust governance framework establishes the rules of engagement and organisational relationships that enable ICT Transformation via Enterprise Architecture. It identifies clear boundaries, responsibilities and authority and ensures transparent, honest and trusting relationships throughout the Enterprise.

Assumptions

We assume sufficient availability of key stakeholders within the Enterprise and access to existing strategic and policy documentation in order to define a governance framework.

Example Service and Price

In this example, BMT Hi-Q Sigma will interview up to 5 key stakeholders (e.g., CIO, EA Lead) and review the client organisation’s existing EA documentation and use the results of this information gathering exercise to generate an EA Governance Framework appropriate to that organisation. Assumes stakeholders are all available at 1 site.

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<th>Service</th>
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<tr>
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<td>Total Price</td>
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</table>

Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

- EA Framework Development
- EA Implementation
- EA Maturity Assessment
- EA Vision and Strategy
- Enterprise Architecture
Enterprise Architecture Implementation

Service Definition

BMT Hi-Q Sigma’s EA implementation service provides the development of policy, principles, standards and rules for the implementation of a client organisation’s EA strategy to support ICT transformation, for example, due to migration to the Cloud.

This service will also identify and articulate the client’s specific EA requirements in terms of architectural products, processes, tools and resources in support of ICT migration.

What We Deliver

- Enterprise Architecture Implementation Policy, outlining how each high level Strategy or Vision statement will be specifically implemented in the client organisation, in accordance with the chosen EA Framework and the Governance that has been put in place in support of ICT transformation.

Benefits of Service

This service ensures a common implementation policy is in place across the Enterprise, enabling effective information sharing. This will reduce the amount of nugatory or duplicated work, leading to shorter implementation lead times and more efficient use of resource, and will reduce the risk of basing key business decisions on incomplete or incorrect data. It will ensure that the EA is developed against a well defined and measurable set of requirements and that delivery of the EA can be verified against these requirements. This will increase confidence in the robustness of the delivered solution and reduce the likelihood of subsequent rework being required.

Assumptions

We assume an agreed EA Vision and Strategy, Framework and Governance are in place.

Example Service and Price


<table>
<thead>
<tr>
<th>Service</th>
<th>Day Rate (£)</th>
<th>Effort (Days)</th>
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<tbody>
<tr>
<td>Apply</td>
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Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

- EA Framework Development
- EA Governance
- EA Maturity Assessment
- EA Technical Assurance
- EA Vision and Strategy
- Enterprise Architecture
- Transition, Lifecycle and Configuration Management
Enterprise Architecture Maintenance

Service Definition

BMT Hi-Q Sigma’s Enterprise Architecture (EA) Maintenance service provides support to the establishment of an effective EA capability, e.g., EA tool selection support, and ongoing maintenance of delivered EA products and artefacts, updating these in response to changes in the Enterprise as it undergoes ICT transformation, such as migration to a Cloud environment.

What We Deliver

- Enterprise Architecture Support Plan (subject to purchase of minimum agreed units of EA Maintenance service).
- Updated EA products as and when required.

Benefits of Service

This offers our clients continuity of service where BMT Hi-Q Sigma has previously delivered EA products and services to the Enterprise. This reduces the risk to the client of ICT transformation failure due to the use of unsupported or superseded EA products and artefacts.

Assumptions

We assume that this maintenance service is provided to support EA products and services previously delivered by BMT Hi-Q Sigma.

In order to bound this service, it is assumed EA Maintenance will be provided against a man-day rate.

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<tr>
<th>Activity</th>
<th>Day Rate (£)</th>
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Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

- EA Consultancy
- EA Training
- Enterprise Architecture
Enterprise Architecture Maturity Assessment

Service Definition

BMT Hi-Q Sigma's Enterprise Architecture (EA) Maturity Assessment service provides an audit of the maturity of an organisation’s EA capability where it pertains to ICT transformation, for example, migration to a Cloud-based ICT environment, identifying capability gaps and providing suggestions for improving the EA maturity of the client’s organisation.

This is achieved by conducting a series of interviews with key stakeholders, reviewing EA-related documentation and EA products and artefacts, and comparing them with established frameworks (e.g. TOGAF, MODAF, NAF) and methodologies (e.g. ADM) tailored appropriately.

What We Deliver

- Enterprise Architecture Maturity Assessment, based on a Capability Maturity Model Integration (CMMI) assessment.
- Enterprise Architecture Gap Analysis, outlining shortfalls between the client organisation’s current EA capability, where it exists, and the expected or desired capability or appropriate maturity profile.
- Enterprise Architecture Roadmap outlining an achievable path from current to desired EA maturity.

Benefits of Service

The EA Maturity Assessment service will help a client identify any changes it needs to make to its EA capability in support of ICT transformation. This will result in a more effective and cost-efficient EA capability, allowing the client to make better-informed and more robust business decisions.

Assumptions

We assume access to relevant documentation and stakeholders within the client organisation. We will conduct interviews with EA capability owners and look for tangible evidence to support claims made relating to EA maturity.

Example Service and Price

Conduct EA Maturity Assessment of client organisation via series of up to 10 stakeholder interviews and review of up to 30 EA documents. Produce EA Maturity Assessment, Gap Analysis Paper and EA Roadmap. Assumes stakeholders are all available at 1 site.

<table>
<thead>
<tr>
<th>Service</th>
<th>Day Rate (£)</th>
<th>Effort (Days)</th>
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<tbody>
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<tr>
<td>Enable</td>
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Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

- EA Benefits Management
- EA Framework Development
- EA Governance
- EA Implementation
- EA Vision and Strategy
- Enterprise Architecture
Enterprise Architecture Modelling

Service Definition

BMT Hi-Q Sigma's Enterprise Architecture Modelling service provides development of a baseline and target, e.g., Cloud-based Enterprise Architecture in accordance with The Open Group Architecture Framework (TOGAF) Version 9.1 and the TOGAF Architecture Development Method (ADM).

We will describe in the baseline architecture the current status of the Business, Technology and Information Systems we think will be impacted by the client organisation’s migration to a Cloud environment.

The target architecture will identify and describe the Business, Technology and Information Systems changes associated with that migration.

Both architectures will be developed using a tailored ADM and supported by appropriate Applications and Data Views from the TOGAF 9.1 artefacts catalogue.

What We Deliver

- Baseline and Target.
- Business Architecture.
- Technology Architecture.
- Information Systems Architecture.
- Target Information Systems Architecture.
- Specific Business, Technology and Information Systems Views in support of above.

Benefits of Service

The development of baseline and target Architectures will enable a client to identify areas of the Enterprise impacted by the migration to a Cloud environment and to successfully implement that transition.

Assumptions

We assume sufficient access to key stakeholders and information will be made available in support of the development of the baseline and target architectures.

Example Service and Price

Development of a selection of baseline and target Views (max. of 20) of the Business, technology and Information Systems Architectures, based on the TOGAF ADM. This example assumes a relatively mature underpinning EA with the data required to generate the Views readily accessible.

<table>
<thead>
<tr>
<th>Service</th>
<th>Day Rate (£)</th>
<th>Effort (Days)</th>
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<tbody>
<tr>
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Total Days of Effort: 60

Total Price: £43,500

Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

- EA Decision Support
- Enterprise Architecture


Enterprise Architecture Technical Assurance

Service Definition

BMT Hi-Q Sigma’s Enterprise Architecture Technical Assurance service uses Architectural Products to assure Enterprise change related, for example, to migration to the Cloud, against an Enterprise Architecture Reference Model (EARM) or Enterprise Architecture Framework (EAF).

What We Deliver

Technical Assurance Reports against specific EA products, outlining where we believe the EARM or EAF have been complied with and, where not, why not.

Benefits of Service

Effective EA Technical Assurance ensures that changes in the Enterprise are implemented in accordance with an agreed set of standards, principles and policies as articulated in the EARM and EAF.

Assumptions

It is assumed that an EARM or EAF against which to assure technical change is already in existence.

Example Service and Price

As part of its Technical Assurance process for migrating ICT services to the Cloud, an organisation requires product delivery teams to submit details of any proposed changes, along with a number of supporting Views to its EA change authority for approval. BMT Hi-Q Sigma will review these Views against the standards and requirements laid down in any existing EA Reference Model or Framework. It is assumed the product delivery team produces no more than 10 Architectural Views for review.

<table>
<thead>
<tr>
<th>Service</th>
<th>Day Rate (£)</th>
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<tr>
<td>Total Days of Effort</td>
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</table>

Total Price £4,800

Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

- Customer Friend
- EA Framework Development
- EA Implementation
- Enterprise Architecture
- IT Infrastructure Best Practice and Quality Reviews
- Project Technical Reviews
Enterprise Architecture Training

Service Definition
BMT Hi-Q Sigma offer a service to design and deliver bespoke training to meet your individual needs relating to Enterprise Architecture methodologies including for ICT Transformation, e.g., transition to a Cloud-based ICT environment. We also have a selection of tried and tested off-the-shelf training courses.

In-house Training:

• **Enterprise Architecture (EA) Overview** – A one-day course designed to help delegates understand the basic principles and benefits of using Enterprise Architecture, and appreciate the different frameworks and interfaces. Suitable for all levels.

• **Architectural Framework Course** - A two-day course designed to help understand Architectural Frameworks and the various methods of application on projects and programmes, and how to select suitable modelling strategies and tools. Suitable for those who have attended the ‘Enterprise Architectural Overview’ Course.

Bespoke Training:

• BMT Hi-Q Sigma can provide unique training and/or mentoring solutions to satisfy the business needs and objectives associated with any aspect of Enterprise Architecture. We have designed and delivered tailor-made training to support some of the most diverse organisations and complex projects and programmes.

Training and mentoring is delivered by experienced consultants who are practitioners with current and relevant experience, and who are also accomplished and practised trainers.

Benefits of Service

• Upskilled and more knowledgeable people reducing need for outsourcing.
• Tailored training to meet the exact requirements and needs of the organisation and people

Assumptions

• Training hosted at client premise at no cost to BMT Hi-Q Sigma.
• Availability and use of client resources as appropriate.

In-House Training Price

The prices for in-house training are shown in the table below. The pricing assumes a class of up to 6 delegates.

<table>
<thead>
<tr>
<th>In-House Training</th>
<th>Duration</th>
<th>Price</th>
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<tbody>
<tr>
<td>Enterprise Architecture Overview</td>
<td>1 Day</td>
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</tr>
<tr>
<td>Architectural Frameworks</td>
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<td>£2,800</td>
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</table>

Bespoke Training Price

On request, we can assess your specific circumstances and provide a tailored estimate of price for all your bespoke training requirements in line with our Skills For the Information Age (SFIA) Definitions & Rate Card

Related Services

• **EA Consultancy**
• **EA Maintenance**
• **Enterprise Architecture**
• **Enterprise Risk Management Training**
• **Investment Analysis Training**
• **Solution Definition Training**
Enterprise Architecture Vision and Strategy

Service Definition

BMT Hi-Q Sigma’s Enterprise Architecture (EA) Vision and Strategy service provides a review of existing EA Vision and Strategy or the development of an appropriate new EA Vision and Strategy for the creation, maintenance and usage of EA within a client’s organisation in support of transformation of Information and Communication Technology (ICT) services, in particular but not exclusively to a Cloud environment.

The EA Vision will outline the key objectives and principles through which EA can support ICT transformation and the Strategy will identify the main elements of the delivery of that Vision. The EA Vision and Strategy will be briefed out by way of a presentation to key stakeholders.

What We Deliver

- Enterprise Architecture Vision Statement.

Benefits of Service

A clear, positive and precisely articulated Vision Statement and Strategy Document will communicate the enterprise’s intent to all stakeholders and ensure that all members of the enterprise involved with the ICT transformation share that vision and deliver that transition in a consistent manner in accordance with commonly shared and understood principles.

Assumptions

We assume access to stakeholders within the enterprise charged with creating and delivering the EA Strategy.

Example Service and Price

In this example BMT Hi-Q Sigma will interview up to 6 key stakeholders (CIO, EA Lead, Project Manager(s), Functional Lead(s), EA Practitioner(s)) and prepare a Vision Statement and Strategy Document for the Enterprise. We will then brief out the Vision and Strategy to members of the Enterprise.

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<tr>
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<th>Day Rate (£)</th>
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<td>Set Strategy/Inspire</td>
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<td>Total Days of Effort</td>
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<td>Total Price</td>
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</table>

Price

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Related Services

- EA Benefits Management
- EA Framework Development
- EA Governance
- EA Implementation
- EA Maturity Assessment
- Enterprise Architecture
Standards, Policy and Technology Watch

Service Definition

BMT Hi-Q Sigma's Standards, Policy and Technology Watch service provides the development and periodic update of Enterprise Architecture (EA) Views regarding current and future standards, policy and technology and an assessment of their impact on the delivery of products and services within the Enterprise.

The EA views may include the following Ministry of Defence Architectural Framework (MODAF) Technical Views (TVs) or equivalent:

- MODAF TV-1 Standards Profile for current standards.
- MODAF TV-2 Standards Forecast for future standards.

What We Deliver

- Technical Views (e.g., MODAF TV-1 Standards Profile for current standards or TV-2 Standards Forecast for future standards).
- Best practice suggests that Technical Views should be updated on a regular basis (e.g., at six-monthly intervals. This tends to be dependent on the stage of the programme).

Benefits of Service

This service will help the Enterprise keep abreast of developments regarding standards, policy and technology which are often subject to change, especially in such a rapidly evolving environment as Cloud-based ICT services. It will also help the Enterprise perform rapid impact assessment of any changes to the delivery environment. Staying one step ahead of the game ensures the response to external change is fast, appropriate and resource efficient.

Assumptions

It is assumed sufficient access will be provided to key stakeholders and documentation within the Enterprise in order to generate the Technical Views.

Standards and Policy are outside the control of the EA service provider. In order to bound this service, it is assumed this service will be provided against a man-day rate.

Example Service and Price

Assuming a client has existing models, e.g., MODAF TV-1 and TV-2, BMT Hi-Q Sigma will complete 1 review of these Views, updating relevant views (e.g., the TV-1) with any changes to currently applicable standards, policy and technology since the last update (typically 6 months previously) and look out over a 5-year period in order to update e.g., the TV-2 with any changes to future standards, policy and technology.

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<th>Activity</th>
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Price

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Related Services

- Enterprise Architecture
- Information Assurance
- Roadmap Development
Transition, Lifecycle and Configuration Management

Service Definition

BMT Hi-Q Sigma’s Transition, Lifecycle and Configuration Management service provides end-to-end management of Enterprise transition. It offers:

- Identification of an appropriate lifecycle or lifecycles for products, services and projects within the Enterprise that are migrating to the Cloud, captured in a Through Life Management Plan (TLMP). The TLMP will contain a tailored Architecture Development Method (ADM) or ISO/IEC15288 System Lifecycle Processes (as used by the International Council on Systems Engineering, INCOSE).

- Configuration Management (CM) of Enterprise Architecture (EA) products and controlled transition of the Enterprise from the ‘As Is’ to the ‘To Be’ (target, e.g., Cloud-based) state, captured in a Configuration Management Plan (CMP) providing control of EA products during migration of the Enterprise’s products and services to the Cloud or other future ICT environment.

We will deliver Configuration Management against the CMP and monitor transition progress against the TLMP.

What We Deliver


- Configuration Management Plan.

Benefits of Service

Identification of the correct lifecycles for products and services helps optimise delivery, migration and retirement programmes, and delivers programmes more effectively by removing redundancy and capability gaps from the Enterprise. Effective Configuration Management and a robust Transition Plan will reduce the risk of ICT transformation failure due to the loss of configuration control of complex technology and information.

Assumptions

It is assumed that the ‘As Is’ and ‘To Be’ states are defined within the Enterprise Architecture.

It is assumed that a suitable CM tool is available in the Enterprise.

Example Service and Price

Review of the client’s transition plans (for a ~£1m programme) and selection of appropriate lifecycle and generation of TLMP and tailored ADM or System Lifecycle Processes as appropriate.

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<th>Service</th>
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<tr>
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Price

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Related Services

- EA Implementation
- Enterprise Architecture
- Information and Knowledge Management
Solution Definition

Service Definition

BMT Hi-Q Sigma offers a comprehensive Solution Definition service allowing clients to select from a wide range of specifically targeted services or purchase an integrated end-to-end service.

Our overall objective is to provide you with the assurance that the solution that you have selected, be it purely Cloud based or a combination of Cloud and traditional components, does meet the expectations of your organisation.

Our service begins by working with you to clearly articulate your business and IT requirements. We can identify what you should expect through our associated benchmarking service. We then support you in the process to identify potential solution providers through to the selection of the provider that meets your required time, cost, quality and outcomes specifications. Once the supplier(s) are engaged, we can take on the role of Customer Friend to ensure that the design/development of the solution progresses within your timescales and budget. If an agile approach is selected we provide an enabling service to ensure all parties understand the required way of working to meet the overall project objectives. Our support continues through delivery and test to deployment. We take our responsibility of providing you the best advice by sticking with the programme to its conclusion.

We measure our success by your success. We aim to gain the status of ‘Trusted Advisor’ through the hard work and dedication of our consultants.

Benefits of Service

In addition to the benefits provided by each individual service, our holistic approach will ensure that the delivered solution does meet your needs, is delivered on time and to budget.
Agile Development and Facilitation

Service Definition
BMT Hi-Q Sigma's Agile Development Enablement service ensures that all parties involved in an Agile development are clear on the process, understand the objectives, understand their commitment and that all necessary tools and methodologies appropriate to that project are identified before the first Sprint begins. Where a SaaS provider is engaged, we work on behalf of the contracting authority to ensure that all parties are working to the same methodology and that the project is focussed on its deliverable objects.

We ensure that the methodology is designed to suit the customer needs and is applicable to the size and scale of the Cloud/non Cloud/Hybrid project. We ensure there is an iterative process to software development whereby the customer is able to continually assess and provide feedback on the latest development at any stage during the project life-cycle. We use the Scrum framework on many projects - the process initially involves producing a product backlog of user stories (requirements). We break user stories down into sprints (typically 2 weekly) and hold sprint planning and review meetings at the start and end of each sprint. We involve the customer and developer in the Agile process to the necessary level to ensure the project delivers to budget and on time and meets the business needs.

We utilise BMT Defence Services as the provider of choice of the development component but can offer alternatives if required.

What We Deliver
We will produce an Agile Project Enablement guide that is configured for your particular project, organisation and suppliers. It will define team makeup, roles and responsibilities; highlight the required logistics, locations, equipment; specify up front architectural constraints; and provide hints and tips on making your project a success. This is a practical guide written for your specific project. We also provide the guide as a presentation.

Benefits of Service
BMT Hi-Q Sigma's practical guide enables the project to begin quickly and effectively, so reducing costs.

Assumptions
We require details of the organisation, its experience and appetite for Agile, details of the development organisation and very importantly the project requirements and expected outcomes.

Example Service and Price
To deliver the Agile Project Enablement Guide and presentation for a project with development costs of under £1M takes 2 weeks.

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<th>Service</th>
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Price
The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services
• Enterprise Architecture
• Project and Programme Controls
• Solution Definition
Application Portfolio Rationalisation

Service Definition

BMT Hi-Q Sigma's Application Portfolio Rationalisation service starts with an audit of existing applications, both hosted on the Enterprise estate and provided to the Enterprise via the Cloud. Various characteristics are captured including:

- Number of users and licences.
- Supplier’s application lifecycle.
- Contractual information.
- Incidents that may indicate the need to upgrade or change.
- Application performance.

Costs can also be captured using our Cost Estimating and Modelling Service. We also look at planned IT changes, planned capability and business changes.

The overall purpose is to provide a view of the applications of interest to the business and enable key decisions to be made relating to retirement, licence changing, moving to open source and/or Cloud solutions. The service will enable you to better understand your portfolio of applications.

What We Deliver

- Provision of reports and tools populated with information to enable you to make better informed decisions regarding your application portfolio.
- High level report on opportunities for improvement. A detailed study on Application Rationalisation is available through that service.

Benefits of Service

The information and tools we provide will enable you to ensure your licence costs are as low as possible, you can reduce the risk of making business changes without a full understanding of the implications of the applications and can lead to a reduction in the total cost of ownership.

Assumptions

To undertake this service effectively we require access to service management, contract management and financial services, and the business functions using the applications.

Example Service and Price

To provide an audit of up to 100 applications (excluding .xls applications) as detailed in the service description and a report on improvement opportunities excluding costings. This example is dependant upon the required information being readily available.

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<th>Service</th>
<th>Day Rate (£)</th>
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Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

- Cost Estimating and Modelling
- Solution Definition
Business Process Management

Service Definition

BMT Hi-Q Sigma’s Business Process Management (BPM) service provides analysis (BPA), re-engineering (BPR), improvement (BPI) and execution (BPE) services.

• We have experience of a range of Business Process Management Tools and can provide advice on the tools most suitable for your business.

• We are skilled in using industry standard notation such as Business Process Management Notation (BPMN) 2.0.

• We can provide advice on identifying process bottlenecks, process metrics and thereby providing guidance on where to concentrate on process improvement.

• We combine our knowledge of Lean, Six Sigma and Agile with extensive practical experience to provide you with BPM services that focus on solving your problems in the most cost effective manner.

What We Deliver

• A set of documented processes that represent the agreed way your business is and/or should operate.

• A report identifying issues and recommendations for further improvement/automation. This can be extended to provide input to an execution engine. We also offer a facilitation service for any of the above.

Assumptions

The commitment to the process and engagement of business and IT stakeholders within your organisation.

Example Service and Price

To deliver the documentation of an organisation’s key processes comprising up to 5 high level processes and up to 25 second level processes including organisation and information exchanges using BPMN 2.0 notation.

To prepare a report identifying opportunities for improvement taking the implications of Cloud services into account

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Total Days of Effort 50  
Total Price £33,500

Price

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Related Services

• EA Training
• Investment Analysis Training
• Solution Definition
• Solution Definition Training
Capability Management

Service Definition

BMT Hi-Q Sigma’s Capability Management service describes an Enterprise’s current and future (e.g., Cloud-based) capabilities, using a common Enterprise Architecture (EA) framework.

The service delivers a Capability Management Plan (CMP) and identifies and manages the changes required to satisfy future capability requirements in accordance with the CMP.

What We Deliver

- Capability Management Plan, outlining how the Enterprise will identify, develop and manage new capability.
- Capability Views and Descriptions, based, for example, on MODAF Strategic and Acquisition Views.

Benefits of Service

A robust Capability Management Plan, supported by appropriate views from the Enterprise Architecture, ensures that ICT transformation, for example, transition to Cloud-based capability, will occur in a controlled and planned fashion.

Capability gaps and overlaps are easily identified from Capability Views reducing the risk involved in the transition.

Assumptions

We assume access to key stakeholders in the Enterprise and to documentation outlining the Enterprise’s capability aspirations.

Example Service and Price

Conduct a series of interviews with up to five senior stakeholders (CIO, EA Lead, Functional Leads) and produce a Capability Management Plan (CMP) for the Enterprise. Develop up to three Capability Views (e.g., MODAF StV-3, StV-4, AcV-2) in support of the CMP.

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<th>Service</th>
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Price

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Related Services

- Requirements Management
- Solution Definition
Design Assurance Review

Service Definition

BMT Hi-Q Sigma's Design Assurance Review service provides assurance that design and architecture of a client's proposed system, together with its interaction/interfaces with other systems meet the stated Cloud/non Cloud requirements.

What We Deliver

System Design Assurance Review statements outlining where we believe requirements have been met and, where not, why not.

Benefits of Service

This service provides a client with an independent, third-party assessment of the degree to which a system design satisfies its requirements.

Assumptions

It is assumed that a requirements document exists which has been approved, and that acceptance criteria are clearly defined.

We assume access to key stakeholders and any verification and validation evidence will be provided in order to support the assurance process.

In order to bound this service, it is assumed Design Assurance Review services will be provided against a man-day rate.

Example Service and Price

Review of verification evidence supporting up to 200 System Requirements and generation of a Design Assurance statement.

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Price

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Related Services

- Requirements Management
- Solution Definition
Information and Knowledge Management

Service Definition

BMT Hi-Q Sigma’s Information and Knowledge Management (IKM) service provides for development and implementation of an effective IKM strategy, outlining how information and knowledge related to ICT transformation, e.g., to a Cloud-based environment, will be generated, organised, stored and shared within the Enterprise.

In particular, where Enterprise Architecture (EA) products and tools are utilised to support that transformation, the IKM Strategy outlines how best to produce, manage and effectively communicate EA products and artefacts.

It is important to assess where an organisation is and where they want to be. We provide an IKM Maturity assessment and Gap analysis report to ensure you have a clear definition of what needs to be done.

We will use existing standards where appropriate and be cognisant of the outputs of the Government Knowledge and Information Management Network (GKIMN) where relevant.

What We Deliver

- Information and Knowledge Management Maturity Assessment and gap analysis that provides you with a clear understanding of where you are and the gaps to be filled to move your organisation to an agreed higher level of IKM Maturity.

Benefits of Service

Effective IKM enables consistent and common communication of information across the Enterprise supported by EA products and tools.

Example Service and Price

Review of existing IKM Strategy and update with best practice from client organisation and BMT Hi-Q Sigma experience of similar organisations and projects to deliver an IKM strategy for a project of under £5m.

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Price

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Related Services

- Solution Definition
- Transition, Lifecycle and Configuration Management
Information Assurance

Service Definition

BMT Hi-Q Sigma’s Information Assurance service provides identification of appropriate integrity level requirements for information held within or produced by the Enterprise, and assures that these requirements are being satisfied.

We achieve this by identifying appropriate legislation, standards and policy and generating requirements for the integrity of information generated or held by the Enterprise, and then assuring specific Enterprise Architecture (EA) products against these requirements.

What We Deliver

• Information Assurance requirements.
• Information Assurance Reports against these requirements

Benefits of Service

Effective Information Assurance ensures that sensitive information in the Enterprise is handled appropriately in accordance with applicable policy and legislation, e.g., Information Security requirements, Public Records Act, Data Protection Act, etc.

Example Service and Price

A client has a locally hosted Application which contains user payment details, including names, addresses and bank account details. The client wants to migrate this to a Cloud-based service but is unsure of the information integrity requirements. BMT Hi-Q Sigma will review the Application’s functional and non-functional requirements, including appropriate legislation and derive a set of (up to 20) information assurance requirements applicable to the migration to a Cloud-hosted solution.

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Price

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Related Services

• Requirements Management
• Solution Definition
• Standards, Policy and Technology Watch
IT Benchmarking

Service Definition

BMT Hi-Q Sigma's IT Benchmarking service is designed to enable you to identify your IT products and services and to determine if IT service development has been achieved using planned strategies or in a more unstructured fashion. This is with particular reference to the use of Cloud and non Cloud solutions compared with other similar or comparable organisations. It will help you answer questions such as “Where should I concentrate my effort?” , “Does my existing IT seem lacking in contrast with the best in class of comparable organisations?” , “SaaS, PaaS, IaaS, hybrid, Open Source – What does good look like?”

We combine our expertise with that of our trusted partner, ImprovIT, to ensure you have access to a database of our combined experience that describes what good really is. This comparison will be judged against like organisations and the market at large, as comparison with one market sector alone is unlikely to provide insight into overall IT best practices or efficiency opportunities.

We use this and a detailed study of your organisation to provide you with guidance on areas that you should concentrate on improving. Whilst our core capabilities examine IT service, we also extend our expertise into projects, procurement and cost modelling as required.

What We Deliver

We will analyse and compare your data against a selection of peers based on size and scale, agility, market size, type and complexity of services, comparable functionality and market sector. Not only will the comparison be against like organisations but also against the market at large.

Benefits of Service

BMT Hi-Q Sigma and ImprovIT have access to unrivalled data and depth of data for all IT Services. This enables us to provide a true ‘Apples to Apples’ comparison. The ImprovIT model can also be used as a ‘what if?’ modelling tool, that will give added visibility of different options which may be considered. You will benefit from our experience gained from many assessments (across multiple geographies and market sectors). Our review will provide you with unique insight into and potential improvement of your IT services.

Assumptions

Access to the areas under study, relevant senior stakeholders and their inputs will be provided.

Example Service and Price

To provide a 4 week IT Benchmarking assessment including detailed cost and service-level analyses assessing costs, staffing, complexity, service levels, process and quality.

Options for high-level and detailed service analysis.

Assumes on-site workshops and interviews.

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<th>Day Rate (£)</th>
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Price

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Related Services

- Cost Estimating and Modelling
- Customer Friend
- IT Infrastructure Best Practice and Quality Reviews
- Project Technical Reviews
- Solution Definition
IT Infrastructure Best Practice and Quality Reviews

Service Definition

BMT Hi-Q Sigma’s IT Infrastructure Best Practice and Quality Reviews service provides you with assurance that your existing and/or proposed Cloud/non Cloud/Hybrid IT Infrastructure is fit for purpose. We will act on your behalf to provide independent advice on the suitability of the proposed infrastructure to meet your needs. We can also look at your current infrastructure and provide advice on opportunities for improvement.

We combine our own experience with that gathered from organisations regarded as providing best practice. We use the latest Enterprise Architecture methods to ensure your proposed infrastructure services will support your business today and for many years to come. You may wish to combine this service with our Supplier Submission Services to help specify infrastructure requirements in an ITT or similar.

What We Deliver

We can carry out an audit of your existing infrastructure (in whole or in part) and provide a document that describes what you currently have. We can then look at your proposals for change and as a result provide a report describing the recommended infrastructure. Where you are looking to procure specific IaaS or PaaS services, we can provide the required technical input to the specifications and can support you in assessing the supplier responses.

Benefits of Service

Our review will provide you with the assurance that your current or proposed infrastructure is fit for purpose, is not over or under engineered and meets your business needs.

Assumptions

Access to the areas under study, relevant senior stakeholders and their inputs will be provided.

Any required security clearances will be clearly defined prior to engagement.

Example Service and Price

To provide a two week scoping study that will clearly identify activities and costs to provide a full infrastructure assurance service.

Note: The sizing of this service is very dependant upon the complexity of the existing organisation and availability of up to date information.

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<td>Total Price</td>
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Price

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Related Services

- Supplier Submission Assessment
- IT Benchmarking
- EA Technical Assurance
- Solution Definition
Project Technical Reviews

**Service Definition**

BMT Hi-Q Sigma's Project Technical Review service provides you with the assurance that the technical components of your Cloud, non Cloud and Hybrid project are fit for purpose. We will review the procurement of proposed solutions including those comprising combinations of commercial off the shelf systems, existing and or proposed in-house solutions, the common combination of IaaS, PaaS, SaaS, or hybrid systems including mobile systems. We will review the proposed solution(s) to ensure not only your stated objectives are met, but also that the technology offered is appropriate and reasonable for your purpose.

If your project aims to move, upgrade or migrate to a different technology, we can assist you in ensuring your requirements and technical implications are taken into account. We can advise you on what “good” looks like. We would prepare an option(s) paper to help you determine the best solution in your situation. We work alongside you providing technical support during the project itself.

We act as your Technical Design Authority (TDA) to give you the confidence that the technology you select or your suppliers offer is fit for purpose, is not over or under engineered and is cost effective.

**What We Deliver**

We deliver a combination of written and verbal technical guidance. This can include providing a high level design review, running a technical suppliers workshop, writing a detailed technical review or performing a TDA role. Our objective is to deliver advice and guidance that helps you make better informed decisions.

**Benefits of Service**

Technology is changing at an ever increasing rate. By engaging with BMT Hi-Q Sigma, you can be assured of the provision of independent and up to date advice. We provide you with expertise that is matched to your needs and use our trusted partners and associates to ensure you receive the best possible advice and guidance.

**Assumptions**

Technology refers to hardware, operating systems and infrastructure components including WAN, LAN, Voice including IP telephony, Data; Video, Virtualisation, OS migration, Printing and Mobile solutions.

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**Example Service and Price**

To prepare a Technology Modernisation Options paper to move an organisation with 30,000 XP based desktops away from XP. This includes both a description of technology options in general and then looks specifically at the existing environment and the IT strategy to provide a clearly argued case for the preferred option.

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**Price**

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**Related Services**

- Supplier Submission Assessment
- IT Benchmarking
- EA Technical Assurance
- Solution Definition
Requirements Management

Service Definition

BMT Hi-Q Sigma’s Requirements Management (RM) service delivers identification, articulation and maintenance of (functional and non-functional) requirements associated with the migration of an Enterprise’s products and services to a Cloud, or other environment and management of those requirements in conjunction with an Enterprise Architecture. It also provides on-going Verification and Validation (V&V) of the Enterprise’s delivery against these requirements.

Requirements will be captured in User and System Requirements Documents (URD, SRD) or equivalent using a recognised Requirements Management tool (e.g., DOORS). V&V evidence will be progressively recorded in a Verification and Validation Requirements Matrix (VVRM). The Requirements Management service will be delivered in accordance with the Requirements and Acceptance Management Plan (RAMP).

What We Deliver

• Requirements and Acceptance Management Plan (RAMP).
• User and System Requirements Documents (URD, SRD).
• Verification and Validation Requirements Matrix (VVRM).

Benefits of Service

Requirements Management ensures that transition to Cloud occurs against a well defined, agreed and traceable set of requirements and is assured through formal V&V.

Assumptions

We assume access to key stakeholders from the capability, implementation and test communities for development of the URD, SRD and VVRM. We assume the Enterprise has an existing RM tool (and trained practitioners) or will acquire one to support this service.

Example Service and Price

Produce Requirements and Acceptance Management Plan (RAMP). Conduct interviews with up to 10 End Users and 10 Functional Leads. Produce URD containing up to 50 User Requirements and SRD containing up to 200 System Requirements. Produce VVRM containing validation details for the URD and verification details for the SRD. URD, SRD and VVRM captured in DOORS.

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Price

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Related Services

• Capability Management
• Design Assurance
• Information Assurance
• Project Acceptance Plan
• Solution Definition
Roadmap Development

Service Definition

BMT Hi-Q Sigma's Roadmap Development service delivers the development of Roadmaps covering the evolution of, e.g., technology, applications, standards, services, capability, etc., within the Enterprise as it undergoes ICT transformation, for example to a Cloud hosted ICT environment.

Roadmaps will comprise timelines, key decision points, influences and dependencies.

What We Deliver

- Development of Technology, Applications, Standards, Services, Capability Roadmaps as required.
- Update to delivered Roadmaps at regular intervals.

Benefits of Service

Roadmapping provides an easy-to-understand (e.g., visual) medium, underpinned by rigorous EA modelling, by which stakeholders in the Enterprise can communicate plans for the evolution of various aspects of its ICT landscape.

Assumptions

We assume sufficient access to stakeholders and documentation within the Enterprise in order to develop and maintain the Roadmaps.

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<th>Example Service and Price</th>
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<tr>
<td>Conduct interviews with up to five stakeholders (EA Lead, Functional Leads) and produce an Applications Roadmap covering a five-year period.</td>
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<td>Apply</td>
<td>£650</td>
<td>10</td>
</tr>
<tr>
<td>Enable</td>
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</tr>
<tr>
<td>Ensure/Advise</td>
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</tr>
<tr>
<td>Total Price</td>
<td>£11,700</td>
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</tr>
</tbody>
</table>

Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

- Solution Definition
- Standards, Policy and Technology Watch
Solution Definition Training

Service Definition

BMT Hi-Q Sigma offer a service to design and deliver bespoke training to meet your individual needs relating to Solution Definition including for ICT Transformation, e.g., transition to a Cloud-based ICT environment.

Bespoke Training:

• BMT Hi-Q Sigma can provide unique training and/or mentoring solutions to satisfy the business needs and objectives associated with any aspect of Solution Definition.

• We have designed and delivered tailor-made training to support some of the most diverse organisation sand complex projects and programmes.

The training and mentoring is delivered by experienced consultants who are practitioners with current and relevant experience, and who are also accomplished and practised trainers.

Benefits of Service

• Upskilled and more knowledgeable client staff, reducing the need for outsourcing.

• Tailored training to meet the exact requirements and needs of the organisation and its people.

Assumptions

Assumes training hosted at client premises at no charge to BMT Hi-Q Sigma.

Assumes availability and use of client resources as appropriate.

Example Service and Price

Your Bespoke Training may address the need for Business Case Development upskilling, comprised of, for example –

Design and develop the training solution. Deliver 3 X 1 day course to a maximum of 10 people per course. Analyse feedback and improve solution.

<table>
<thead>
<tr>
<th>Service</th>
<th>Day Rate (£)</th>
<th>Effort (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply</td>
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<td></td>
</tr>
<tr>
<td>Enable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure/Advise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiate/Influence</td>
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<td>13</td>
</tr>
<tr>
<td>Set Strategy/Inspire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Days of Effort</td>
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<td>13</td>
</tr>
<tr>
<td>Total Price</td>
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<td></td>
</tr>
</tbody>
</table>

Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

• Investment Analysis Training
• Enterprise Risk Management Training
• EA Training
• Solution Definition
Supplier Submission Assessment

Service Definition

BMT Hi-Q Sigma's Supplier Submission Assessment service provides expertise to assist you in the preparation of and assessment of Requests for Information (RFIs), Pre Qualification Questionnaires (PQQs), Invitations to Tender (ITTs), Invitations to Dialogue (ITD) and other means of selecting suppliers of Cloud services. Our service majors on the provision of business and ICT input to these processes.

We will use Enterprise Architecture techniques including TOGAF to ensure that the definition of your business and ICT requirements are clear and unambiguous. We will use aspects of our Business Process Management (BPM) service to deliver a process definition.

We offer a repeatable method of weighting requirements and scoring the results using a combination of the NATO Best Value method and Multi-Attribute Choice Elucidation (MACE). MACE is a method for applying objective measurement to the relative merits of mutually exclusive acquisition options.

What We Deliver

Documents that can be used as part of RFIs, PQQs, ITTs, ITDs, etc. that clearly provide the information needed by suppliers to respond effectively. We provide the assessment criteria necessary to judge the responses. We can also participate on the selection panel at all stages to provide an independent view of the suitability of Cloud providers.

Benefits of Service

We are independent of SaaS, IaaS and PaaS suppliers and are in a strong position to provide impartial advice based upon wide experience. This will provide you with a better qualified and better informed procurement process ensuring best value for money solutions.

Assumptions

Stakeholders are available at each stage in the procurement process for both Cloud and non Cloud based solutions to provide relevant information, for example, input to assessment criteria and answers to clarification questions.

We can gain a suitable understanding of your business and determine the best way of working alongside your staff within a mutually agreed timeframe.

Example Service and Price

To deliver the documentation in support of a PQQ for a procurement of under £5m includes:

- Project Description from an Architectural perspective.
- Architecture Vision and Description Stakeholder Map.
- Process Flow Diagram Conceptual Data model.
- Business Lifecycle System Context Diagram.

<table>
<thead>
<tr>
<th>Service</th>
<th>Day Rate (£)</th>
<th>Effort (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply</td>
<td>£650</td>
<td>20</td>
</tr>
<tr>
<td>Enable</td>
<td>£800</td>
<td>5</td>
</tr>
<tr>
<td>Ensure/Advise</td>
<td>£950</td>
<td>5</td>
</tr>
<tr>
<td>Initiate/Influence</td>
<td>£950</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Days of Effort: 30
Total Price: £21,750

Price

The above pricing excludes VAT and is based on rough estimates for the effort required for this activity. On request, we can assess your specific circumstances and provide a tailored estimate of price for any combination of services described.

Related Services

- Project and Programme Controls
- Customer Friend
- IT Infrastructure Best Practice and Quality Reviews
- Project Technical Reviews
- Solution Definition
BMT Hi-Q Sigma Ltd is a subsidiary of the BMT Group of companies

BMT (www.bmt.org), is a leading international design, engineering, science and risk management consultancy with a reputation for engineering excellence. We’re driven by a belief that things can always be better, safer, faster and more efficient. Our customers are served by a network of regional subsidiary companies and the resources of a global business.

- Wholly independent partner providing customers with access to expertise around the globe
- Heritage of research and technology which drives significant on-going investment in R&D and development of future talent
- Formed in 1985 through Government privatisation of maritime research and technology organisations
- Employee Benefit Trust
- 2012 turnover £140 million
- 1220 staff in 29 subsidiary companies (60 Offices) in 23 countries in Europe, North America and Asia
We enable you to better deliver complex programmes through the integration of Programme Management, Enterprise Architecture and Investment Analysis.

This means that you can maintain a clear picture of your outcomes and how they are being realised, which builds the coherence you need to make informed decisions.

We combine our experience of operating across the following sectors to ensure you receive the very best advice that will help make your ICT projects a shared success.

- Transport and Infrastructure
- Energy and Environment
- Government and Defence
Our Consulting Philosophy

• We always select the best team available for each customer’s unique situation;
• We form effective working relationships at all levels;
• We are flexible and adaptable in response to evolving requirements;
• We will listen to a customer's needs and concerns and act upon them;
• We use best practice and tailor this to a customer’s specific situation;
• We aim to be recognised thought leaders in all our capability areas;
• We have a genuine desire to pass on our knowledge to our customers;
• We demonstrate transparency, openness and honesty in everything we do.

Our customers value us for these qualities which enable us to build long term relationships with them
Trusted Partners

We work with a number of trusted partners whilst maintaining our independence. To bring you the very best services we may sub-contract part of our services to the following organisations:

- BMT Defence Services Ltd.
- BMT Isis Ltd.
- BMT Research (BMT Group).
- Actica Consulting.
- Cornwell Business Consultants.
- ImprovIT.
1. Overview of the G-Cloud Service
BMT Hi-Q Sigma’s On-Demand Specialist Cloud Services (SCS) align with the following Lot 4 - Specialist Cloud Services:

- Onboarding services
- Business Analysis
- Design and Development
- Project Specification and Selection
- Transition Management
- Agile: development and management
- Service Integration and Management Services (SIAM):
  - Enterprise Architecture
  - Project Management, Programme
- Management and Governance:
  - Service and Systems Integration
  - Service Management

2. Information Assurance
- BMT Hi-Q Sigma employs staff cleared to SC or DV level and are able to operate at a number of security impact levels.

3. Details of the level of backup/restore and disaster recovery that will be provided
- All BMT Hi-Q Sigma’s services relate to the SCS category and therefore this section is not applicable.

4. On-boarding and Off-boarding Processes/Scope
- All BMT Hi-Q Sigma’s services relate to the SCS category and therefore this section is not applicable.
5. Pricing

<table>
<thead>
<tr>
<th>Standard Rate Card</th>
<th>Day Rate Range (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Follow</td>
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</tr>
<tr>
<td>2. Assist</td>
<td>N/A</td>
</tr>
<tr>
<td>3. Apply</td>
<td>450 - 625</td>
</tr>
<tr>
<td>4. Enable</td>
<td>575 - 775</td>
</tr>
<tr>
<td>5. Ensure/Advise</td>
<td>725 - 875</td>
</tr>
<tr>
<td>6. Initiate/Influence</td>
<td>825 - 1025</td>
</tr>
<tr>
<td>7. Set Strategy/Inspire</td>
<td>950 - 1300</td>
</tr>
</tbody>
</table>

**Notes**

**Rates** – The rates apply to work performed at BMT Hi-Q Sigma offices and exclude all travel and subsistence expenses. Advantageous consolidated or blended rates may be available for work based at the client’s location and may include travel and subsistence to the main site.

**Consultant’s Working Day** – 8 hours exclusive of travel and lunch.

**Working Week** – Monday to Friday excluding national holidays.

**Office Hours** - 09:00 – 17:00 Monday to Friday, however we are able to operate outside these hours by arrangement if required.

**Professional Indemnity Insurance** – included in day rate.
6. Service Management Details

- All BMT Hi-Q Sigma’s services relate to the Specialist Cloud Services category and therefore this section is not applicable. Please see our Terms and Conditions attachment on the Cloudstore for Consultancy management details.

7. Service Constraints

- All BMT Hi-Q Sigma’s services relate to the Specialist Cloud Services category and therefore this section is not applicable. For details on our consultancy terms and conditions, please see our Terms and Conditions attachment on the Cloudstore.

8. Service Levels (e.g. performance, availability, support hours, severity definitions etc.)

- This will be discussed and agreed during service discussions and may include, but is not limited to:
  - Fixed Price Tasks
  - Man Hours of Effort
  - Delivery Timescales
  - Deliverables
  - Mobilisation Timescales

9. Financial recompense model for not meeting service levels

- Please see our See Terms and Conditions attachment on the Cloudstore.

10. Training

- BMT Hi-Q Sigma can provide unique training and/or mentoring solutions to satisfy the your business needs and objectives.
- We have designed and delivered tailor-made training to support some of the most diverse organisation and complex projects, programmes.
- The training and mentoring is delivered by experienced consultants who are practitioners with current and relevant experience, and are also accomplished and practised trainers.
- For more information on specific training categories, please go to the Services Landing Page of this Service Catalogue.
11. **Ordering and invoicing process**
   - Please see our See Terms and Conditions attachment on the Cloudstore or email us at services@hiqsigma.com for advice on procurement of our services.

12. **Termination terms**
   By consumers:
   - Please see our See Terms and Conditions attachment on the Cloudstore.
   By the Supplier:
   - Please see our See Terms and Conditions attachment on the Cloudstore.

13. **Data restoration / service migration**
   - All BMT Hi-Q Sigma’s services relate to the Specialist Cloud Services category and therefore this section is not applicable.

14. **Consumer responsibilities**
   - Some of the services in this Service Catalogue have assumptions that set expectations of input from the customer relating to resource/documentation/commitment.
   - For more information please see our See Terms and Conditions attachment on the Cloudstore.

15. **Technical requirements**
   - Please see our See Terms and Conditions attachment on the Cloudstore.

16. **Details of any trial service available**
   - No two organisations are the same, we are able to work with you to ensure we understand your business and determine the best way of working alongside your staff.
   - For more information please see our See Terms and Conditions attachment on the Cloudstore.