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File reference: 20220718 – ORCHARD IMPLEMENTATION - Contractor Support SOR

STATEMENT OF REQUIREMENT FOR DEFENCE EXPERIMENTATION PROJECT ORCHARD EXTERNAL RESOURCE

Background

1. Orchard is a management information system created collaboratively between the Defence Innovation Unit, Defence Experimentation (DExp) and Transformation designed to collate consistent information on projects and programmes across Defence. The intention is to show a single coherent picture of activity, while also improving situational awareness. Orchard is being developed in direct response to a task from Vice Chief of Defence Staff to both the Defence Force Development Board (DFDB) and the Defence Technology and Innovation Board (DTIB), and to inform decisions at the Transformation Executive Steering Group.

Statement of Requirement

1. The tasks mostly come under two areas, **data migration support** and **PowerBi development support**. For the data migration the following tasks are required:
 - a. Assist DExp with the transition of data from the DExp stakeholders into Project ORCHARD. This includes:
 - i. Scope data size, quality, and currency.
 - ii. Determine optimal population method, manual data transfer / hybrid or both.
 - iii. Begin population of data into Orchard.
 - iv. Assist FLC/TLB verification of data.
 - v. Orchard familiarisation supported period.
2. For the PowerBi development support, the following tasks are required:
 - a. Assist DExp stakeholders from completed and validated data to exploit PowerBi reports to enable insights and cross TLB cooperation. This includes:
 - i. Supporting the standardisation of reports across activities (create once, use many times).
 - ii. With FLCs/TLBs scope current reporting and PowerBi dashboards.
 - iii. With DExp stakeholders design appropriate reports.
 - iv. PowerBi/dashboards mentoring and in house training in creating PowerBi reports.
3. For all tasks there will need to be an element of knowledge transfer as contractors either complete the task or handover the task to permanent civil service colleagues, which should be planned for in the contract.

Skills and Experience

4. The range of skills, knowledge and experience required includes the following:

- a. DExp and Project Orchard understanding.
- b. Business Change activities as Project Orchard is at core a change programme.
- c. Programme Delivery/Project Management to ensure that necessary elements of the data are migrated and delivered to schedule. Trained and experienced in agile project management
- d. Business Analysis to help determine how best to manage pipelines
- e. Data Analysis to assess the data we receive in each gathering exercise for each pipeline
- f. Ability to assess complex narratives and communicate conclusions clearly, to be able to support senior leaders with decision making.
- g. Technical knowledge of Microsoft-based database software to effectively manage and make intelligent decisions on the development of the database

Timeline

5. The external resources are required to start as soon as possible and will be utilised throughout FY22/23 which will cover most of the Project Orchards deployment.