



TRGA3305 – Specification of PDDP Project Simulator Workshops

1. Requirement Overview

1.1. Background

The Project Delivery Development Programme (PDDP) is DfT's flagship HEO/SEO development programme which aims to provide an internal talent pipeline of Project Delivery (PD) professionals to reach Grade 7 Leadership roles and beyond

PDDP was created (2017) to address capability gaps in DfT's PD Profession, recognised in PD L&D for HEOs and SEOs in preparing this cadre for leadership roles. The PDDP syllabus was designed to focus on technical and behavioural leadership competencies identified in the Project Delivery Capability Framework (PDCF – 2018 version).

Three cohorts have completed PDDP and a fourth is underway due to complete Mar 23. 54 delegates have completed the programme so far and of those 35 have gone on to gain promotions within 12 months.

We have conducted a review and Training Needs Analysis of PDDP and as a result are seeking ways of taking the programme forward with greater efficiency. From the data gathered as part of the review, we believe that it is necessary to introduce a way of testing the embedding and consolidation of participant knowledge at the end of the programme.

A suggested option for this is a "project simulator" activity. This would take the form of a day long facilitated workshop where participants workshop.

We would be buying in this as an off the shelf product without any changes. Costs include a charge per team of four people for the product to be used as part of the workshop, a further charge for workshop facilitation costs and an allowance for expenses for travel or accommodation for the facilitator.

1.2. Target Audience

PDDP is targeted at HEO and SEO colleagues in the Project Delivery Profession. A limited number of up to four places on each cohort (16 places) are available to, but not held exclusively for, colleagues from Other Government Departments.

1.3. Business Outcomes

One of DfT's strategic priority 'Be an Excellent Department' and the sub strand of is 'Workforce and Skills growth'. This is supported by our overarching Skills and Capability plan for 2023 – 2025. All set out our aim to provide access to the right



Contract Reference: TRGA3305

training in order that DfT can successfully deliver on the current HMG's manifesto commitments on improving national infrastructure and Levelling Up.

DfT's Portfolio of transport and Infrastructure Projects is valued at £160bn which is delivered mainly through our Arm's Length Bodies (ALB). Our central operating model is based on Project sponsorship and clienting and therefore, along with good leadership practices we need to ensure project leaders have a strong Project Delivery technical understanding.

We are implementing the Kirkpatrick training evaluation model for the future delivery of PDDP. Historically this hasn't been done which has created inconsistent evidence at all four levels when assessing the effectiveness of PDDP.

Incorporating a project simulator into PDDP as the final component of the PDDP will provide an opportunity:

- a) for delegates to practice and consolidate applying project management tools and techniques they have learnt through PDDP in a safe test environment; and
- b) the simulator will enable us to test both:
 - i. the overall effectiveness of PDDP in meeting its training objectives; and
 - ii. measure and evaluate whether delegates have acquired the expected relevant Knowledge, Skills and Attitude (KSA) from PDDP.

This will enable us to measure the successful changes in behavioural (working with others and Leadership) and PD technical competencies through applying learning in a context which simulates the real world post the end of PDDP.

1.4. Learner Outcomes

This learning product will apply and test technical PD and leadership skills delegates have been developing whilst on PDDP, including how to:

- define project success
- manage the early stages of a project
- develop an optimal contract strategy
- plan & control a project
- analyse and manage risks
- judge stakeholder-driven trade-offs
- integrate multiple disciplines
- take decisions in a complex scenario

1.5. Delivery Location

DfT is a multi-location department with offices in London, Leeds, Birmingham, Swansea and Hastings. There are options to deliver this learning either face to face



Contract Reference: TRGA3305

or remotely. However, our preference would be for face to face learning. We can provide DfT accommodation.

We note delegates including the current cohort indicated the benefits in face to face learning to maximise the shared learning experience and build high quality enduring networking relationships with other cohort members.

2. Quality Assurance Requirements

The provider undertakes to deliver in-person workshops for groups of 12 members of the DfT project delivery community on a six monthly basis. The workshops will take place on DfT premises.

The provider will supply supporting software and a workshop facilitator and will notify the DfT Contract Manager of any specific requirements for the effective running of the workshop at least two weeks in advance of the workshop.

Workshop participants will be asked to complete an evaluation questionnaire and to provide an assessment of both the workshop content and the quality of delivery and facilitation. Participant views will be considered in post-workshop review meetings between the DfT Contract Manager and the provider.

The delivery of workshops will be Quality Assured periodically, evaluated either by the supplier's own assurance lead or the DfT Contract Manager, to ensure the stated aims and learning objectives are met.

Delivery of digital software services related to the workshops will be maintained by the supplier to ensure consistent and timely functionality at point of demand.

3. Data Protection

Delivery of this contract will require the supplier to process Personal Data (as defined in the GDPR) on the Buyers behalf. The Buyer will be the Data Controller and the supplier will act as the Data Processor. The supplier will process Personal Data only on the Buyers documented instructions, as set out in Schedule 8 of the Tender (Authorised Processing Template).

The data in question will be limited to names, email addresses and job titles of workshop participants which may be required for the facilitation of workshops.

4. Accessibility

The project simulator workshops will take place in-person at DfT premises. The DfT Contract Manager and the provider should make all reasonable efforts to ensure that the workshops are fully accessible in line with the Equality Act 2010, Sections 20-22.



Contract Reference: TRGA3305

The DfT Contract Manager will advise the provider of any accessibility needs in advance of workshops. The provider will inform the DfT Contract Manager of the provisions made to accommodate identified needs.

5. Management and Contract Administration

The DfT will make individual bookings for any workshops ordered under this contract, and no minimum volume of bookings is guaranteed. However, it is anticipated that the DfT will make use of this service for a period of three years, and that there will be two PDDP cohorts per year. For this reason, the contract will be let from 30 June 2023 until 31 October 2026, and has a maximum value assigned of £24000.00 excl. VAT.

The DfT Contract Manager will set in place planning meetings ahead of each simulator workshop to ensure these are organised efficiently.

The DfT Contract Manager will also set in place post-workshop review meetings.

It is expected that these will be included in the cost quoted for workshops.

Participants will be asked to complete post-workshop evaluations and the provider will be asked to provide an assessment of participants (see Documentation below).

The findings of these evaluations will be considered at the post-workshop review meetings both to ensure that the needs of DfT continue to be met by the provider and as part of the ongoing monitoring of project delivery capability in DfT.

The frequency of these meetings is dictated by the PDDP schedule and so it is anticipated that they will occur on a six monthly basis. Each instance will be confirmed by discussion in advance.

The provider will supply documentary evidence for any travel and subsistence expense claims. The provider will submit such evidence to the DfT Contract Manager for approval prior to submitting any invoices.

6. Training / Skills / Knowledge Transfer

Not applicable. The product is the intellectual property of the provider. We will not have access to this product outside scheduled workshops. There is no expectation that DfT staff will be trained in the use of the product. There is no asset transfer.

7. Documentation

As part of our ongoing monitoring of project delivery capability in DfT, the provider is required to produce a summary report giving an assessment of the attendance and performance of participants in each simulator workshop. This should be formatted as a MS Word or PDF document.

