Department
for Environment
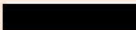Food & Rural Affairs

www.gov.uk/defra

Project Initiation Request / Work Order (PIR/WO)

This form is to be completed by DDTS staff only.

If you are a Business Customer, please contact your DDTS Business Relationship Manager (BRM) or your DDTS Service Experience Manager

<u>Please review the PIR Checklist in Page 5 before filling in this form.</u>

Work Order UID: *To be completed by the CEDs Supplier Bridge Team*	███████████████
The form below is to be completed by the DDTS Requester. **Fields marked '*' are mandatory to be completed.** **This document will be returned to the DDTS Requester by the DDTS CEDS Supplier Bridge Team for updating if any mandatory fields are blank or not correctly completed**	
*DDTS Requester Name:	███████████████
*Title / Name of Work being requested: *Please indicate the high-level name / title of the work being requested from the supplier e.g., ABC Project System Upgrade* *Do NOT use punctuation as this causes issues with saving in Sharepoint*	███████████████████
*Portfolio or Work Request Source: *For Non-Project requests use Other- Non-Project in the dropdown menu*	**Animal, Plant, Health Agency (APHA)**
<u>This section to be completed for [Project](#) Requests only</u>	
*Project Name: *Please provide the name of your Project as described in Project Online*	**N/A**
*Project Identifier: *For Projects, this is the unique Project Identifier allocated to your Project. It can be found on your relevant Project Information Page in Project Online.* *For Unity and Europe & Trade Portfolios, please use the relevant Project Identifier agreed with the DDTS Portfolio Office* *For Facilities / Estates Projects, please use the relevant Project Identifier agreed with the DDTS Portfolio Office* **If you do not have a Project Identifier, you must contact** ███████████████ **your Finance Business Partner to obtain it** ███████ **will not be accepted for Project Requests**	

This section to be completed for Non-Project Requests only	
*Non-Project Identifier:	███████
This section to be completed by all DDTS Requesters	
*Priority Category:	PIR - Small
Agreed Alternative Target Response date: *If you have agreed with the supplier an alternative response time which is different to standard supplier target response times, please add the date here*	
If your Request is urgent, please mark as such in the box to the right and provide justification	
*Supplier: *Please indicate the Supplier you wish to respond to this PIR*	███████████████
Have any ROMs previously been raised for this piece of work with this Supplier? *If so, please quote the CEDS ROM Request UID(s)*	No- only an hourly cost.
If any other suppliers, who are onboarded onto the CEDS PIR Process, are likely to be involved in the delivery of this overall piece of work, please indicate by ticking the relevant boxes in the box to the right. *This provides visibility to the Authority and Suppliers of potential multi-supplier deliveries* *Please note that you will need to raise separate PIRs with each supplier for work.*	Atos (H&AS) ☐ Capgemini (MSA) ☐ Capgemini (Service Desk) ☐ DXC (Digital Workplace) ☐ IBM (ADMS) ☐ Vodafone (Connectivity) ☐ Xerox (Managed Print) ☐
*Does this PIR being submitted to this supplier include software and/or hardware requirements? (Tick yes or no) *If so, please seek approval from Software Asset and Configuration Management (SACM) before submitting your PIR to the Business Support Team (see the checklist on page 6)*	Yes ☐ No ☒

Finance Coding Information

This section to be completed by all DDTS Requesters

*Email address of person who will approve invoiced charges *This is generally the name of the DDTS Requester*	███████████████████████
*Funding Organisation: *This is the Name of organisation who is funding your piece of work and where the cost should be re-charged to* ***Please note:*** *if you have selected "Other", you will need to speak to your Finance Business Partner first about the correct Coding and Purchase Order arrangements for this PIR before it is submitted.*	**Core Defra (Defra)**
*Confirmation of funding (and if EA, confirmation of FSoD) in place *(NOTE: If this question is answered as 'No', this request will not be able to be progressed)*	**Yes**

This section to be completed for PROJECT REQUESTS only

*Project Code or Cost Centre Code: *The Project Code(s) is the code which holds the budget for this work and is the ultimate home the costs need to be recharged to.* 1. *For Defra-funded Projects, this is known as the Project Identifier and will start with "DEFCOOD". This can be found in Project Online under "Project Identifier".* 2. *For Environment Agency-funded Projects, this may also be known as the EA UID and will start with "ENV".* *You may have one or two project codes depending on the type of Project being delivered. You may have a revenue project code (ending in "R" as well as a capital project code (ending in "C"). Your Project codes can be found in the Project documentation you received when you were handed the Project or speak to your Finance Business Partner. If you have two project codes, please provide both of them here.* 3. *For RPA, APHA, MMO, Natural England or any other Defra Group organisation, please provide the Cost Centre Code. Cost Centres are 8 digits (all numeric).*	███████████████

4. For Europe & Trade Portfolio only, please provide the Europe & Trade Portfolio Cost Centre Code or Codes for this work. Cost Centres are 8 digits (all numeric).	
5. **Please note**: Where this PIR covers more than one Project, or costs are to be split across multiple project codes or cost centres, please provide all relevant project codes and / or cost centres and the percentage split of the costs between the project codes or cost centres.	

* **Project Task Numbers or Analysis Code:** 1. For Defra-funded Projects, please provide both the revenue and capital Task Numbers. You will be able to find these in SOP against your Project Code / Identifier. DEFRA Task Numbers are generally a number which looks like: 1."x" – for Revenue Spend 2."x" – for Capital Spend 2. For Environment Agency-funded Projects, please provide the Task number(s) which are assigned to your EA Project Code / EA UID. You will be able to find these in SOP against your Project Code / Identifier. 3. For RPA, APHA, MMO, Natural England or any other Defra Group organisation, please provide the Analysis code. 4. For Europe & Trade Portfolio only, please provide the Europe & Trade Portfolio Analysis Code for this work. 5. If the costs associated with this PIR are to split across more than one Task Number, please provide all relevant Task Numbers and the percentage split of the costs for each Task Number.	2.

This section to be completed for NON-PROJECT requests only	
Cost Centre Code Please provide the cost centre code for the work to be recharged to i.e. where the budget sits that is paying for the work. For Defra this should be a Defra cost centre (8 digit numerical) For EA, it could either be an 8-digit numerical cost centre or an EA project code & task number (i.e. ENV…… / Task no …)	██████████

PIR CHECKLIST

Before submitting your PIR to the DDTS CEDS Supplier Bridge Team, please use the below checklist to ensure you have the necessary approvals and completed the necessary details on the PIR.

Incomplete information may lead to the form being returned to the DDTS Requester.

Check you are using the latest version of this form by clicking on the link found in Step 2A of the CEDS PIR Process Guidance. Your PIR may be returned to you by the DDTS CEDS Supplier Bridge Team if you have not completed the latest version of the template.

Fields on Page 1 marked with a '*' are required. Failure to complete a required field will result in the PIR being returned to the DDTS Requester by the DDTS CEDS Supplier Bridge Team.

PIRs from Projects must be approved by the relevant DEFRA Project Team Subject Matter Experts (SMEs) and the relevant GIO Service Owner.

PIRs that include software and/or hardware requirements must be approved by Software Asset and Configuration Management (SACM).

If you are raising a PIR for the Capgemini Service Desk, you will also need to complete the Capgemini Service Desk Onboarding Questions Document on the CEDS PIR Process Guidance page. This document must also be included when sending the PIR to PIR approvers.

Please note, if you are completing a PIR for particular IT services there is mandatory information you need to include within the PIR. For guidance on this, please refer to the Guidance Document on the CEDS PIR Process Guidance on the DDTS Portfolio Hub.

PIRs being raised by the DDTS Request Fulfilment Team have a slightly different approval route which is documented in their own process notes.

For relevant contacts please refer to the contacts table on the CEDS PIR Process Guidance page on the DDTS Portfolio Hub.

PIR approvals must be logged on the AUTHORITY PIR APPROVAL table on Page 6 including the version number and date approved. **The version numbers entered for all approvers must match. If the relevant approvals are not logged on the AUTHORITY PIR APPROVAL table with dates and matching version numbers, the PIR will be returned to the DDTS Requester to confirm those approvals have taken place.**

Once you have an approved PIR, please submit this to the **DDTS CEDS Supplier Bridge Team**.

Annex 1 – Project Initiation Request

DOCUMENT ORIGIN

*DDTS REQUESTER	SUPPLIER PROJECT MANAGER / REPRESENTATIVE
Name: ██████████	Name:
Email: ████████████████	Email:
Telephone: ██████████	Telephone:

PIR CHANGE HISTORY

VERSION	CHANGES	DATE
0.1	Initial Creation	28/03/2022
0.2	Change to requested number of days	20/05/2022

*AUTHORITY PIR APPROVAL			
Name	**Role**	**Version**	**Date**
████████████	GIO Service Owner	0.1	29/03/2022
	DEFRA Group Commercial Contracts Manager	0.1	29/03/2022
	DDTS Requester		
N/A	Software Asset and Configuration Management (SACM) (for hardware/software requirements only)		
PIR CONTRIBUTORS			
Name	**Role**	**Version**	**Date**
████████████	████████████		
████████	████████████		
PIR REVIEWERS			
Name	**Role**	**Version**	**Date**

This Work Order is subject to Contract.

Table of Contents

1. Summary

1.1 Summary of Requirement

- Provision of a security consultancy to support ████████████████ ████████████
- ██
- █ ████████████████████████████
- █ ██
- ████████████████████████████████████
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We require resource ██████████████████████ to support on delivery of these requirements for a period of 6 months ████████ ██ ██████████

1.2 Overall Objectives of Project [insert summary]

To deliver Security advisory services to the SCAH programme ████████████████████████
██
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1.3 Drivers, Benefits and Outcomes [insert summary]

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2. Requirements

(optional for 'Small' Priority Category pieces of work)

2.1   Scope [Describe the scope of the requirement, specifically describe what is required from the Supplier, which may be initially only part of the overall requirement e.g. infrastructure portion of a new development, support for a scoping exercise, market investigation etc.]

- ██ ████████████

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- ██████████████████████████

- ██ ████████████████████████████████████

- ██

2.2   Exclusions from Scope [Describe any exclusions from the scope of the requirement.]

2.3   Expected Outputs [Describe what you expect the Supplier to produce or to do]

Security Resource Requirements

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██

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- ██████████████████████████████████████

Contract / Supplier Security Policy

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2.4   Is a Project Scorecard required from the Supplier for this Work Order? **No**

2.5   Is a Project Launch Pack required following approval of this Work Order? **/No**

If "yes" is selected, list any specific deliverables required as part of the Project Launch Pack]

3. Proposed Sustainability and Service Impact
(optional for 'Small' Priority Category pieces of work)

3.1   Sustainability Impact

Nil

3.2   Service Impact

N/A

4. Key Dates

Key Date/Milestone	Corresponding Deliverables	Date
███████████████████	██████████████████ ████████████████ █████████████████ ████████████ ████████████████ ██████████████	███ █████████
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5. Responsibilities

(optional for 'Small' Priority Category pieces of work)

5.1   Parties Involved

Defra and Cap Gemini

5.2   Key Stakeholders

Company	Name	Role
Defra	███████	████████
Defra	█████████	███████

Note Project sponsor and project owner are mandatory

6. Cost/Benefit Case

████████████████████████████████████
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7. Proposed Charging Mechanism

[Please specify the preferred charging mechanism – i.e. Time and materials or Fixed Price Milestone Payments]

Note: Where Time and Materials pricing is proposed, a total capped value must be included in the Work Order.

Time and materials pricing is proposed- please include the total capped value in the work order.

Deliverable	Estimated days effort

████████████████████	5	£	3,3...
███████████████████████	35	£	20,1...
█████████████████	32 (2 FTE)	£	53,6...
██████████████████████████	30	£	20,1...
███████████████	60	£	20,1...

8. Changes in Service Charge

Please state if there any changes in Service Charge

9. Governance

(optional for 'Small' Priority Category pieces of work)

████████████████████████ ██████████████████████████
███████████████████

10. Acceptance Criteria

As detailed in the deliverables above.

11. Other Information

(optional for 'Small' Priority Category pieces of work)

n/a

12. Reference Documents and Applicable Documents

(optional for 'Small' Priority Category pieces of work)

12.1 Reference Documents

The following table lists all documents, which are referenced within this document. The extent of the applicability of each document to the project is described in the appropriate section of this document.

Document Reference	Title	Version

12.2 Applicable Documents

{This section is optional}
The following table lists all documents, which may not be explicitly referenced within this document, but provides background or supplementary information to the requirement.

Document Reference	Title	Version

Annex 2 – Project Work Order

DOCUMENT ORIGIN

SUPPLIER AUTHOR	SUPPLIER REFERENCE
Name: ██████████	
Email: ████████████████	
Telephone:	

WORK ORDER CHANGE HISTORY

VERSION	CHANGES	DATE
0.2	Initial response to revised PIR (v0.2)	27/05/2022

SUPPLIER WORK ORDER REVIEW AND APPROVAL

PCN PART B APPROVAL			
Name	**Role**	**Version**	**Date**
████████	████████████		
████████	██████████		
████████	████████████		
████████	████████████		
████████	██████████████		
PCN PART B CONTRIBUTORS			
Name	**Role**	**Version**	**Date**
PCN PART B REVIEWERS			
Name	**Role**	**Version**	**Date**
██████	████████████		
██████	██████████		
████████	████████████		
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██████████	████████████		

Table of Contents

1. Work Order Summary (optional for 'Small' Priority Category pieces of work)

1.1 Objectives

To Provide Security Consultancy Services to the Authority to support the development of Scientific Capability in Animal Health's (SCAH) Security Management Plan

1.2 Outcomes and Benefits

(a) Outcomes

(b) Benefits - The Contractor will assist the Authority by delivering the items listed in Section 2.2 of this Work Order.

Note: Please include details of any impacts/benefits to existing services or sustainability impacts/benefits.

2. Project Description

2.1 Scope - The supplier shall:

2.1.1 ███
███████████████████████████████

2.2 Key Deliverables:

2.2.1 ███
█████████████████████████

3. Contract Change Control

3.1 Is a Contract Change requested as a consequence of implementing this Work Order? Yes/No Delete as appropriate]

Note: If a Contract Change is requested as a consequence of this Work Order, a Change Request and Impact Assessment must be submitted to the Authority along with the Work Order.

4. Term and Termination

4.1 Term/Duration of Project

████████████████ ██ ███████████ ██ ███████████

4.2 Project Termination Charges

If the Authority chooses to cancel this Work Order, then a 10 Working Days' notice period shall apply, once the 10 Working Days' notice period has expired there will be no further charges applicable to the Authority for the affected services.

5. Project Implementation Plan

5.1 Milestones:

Not applicable

5.2 Authority Responsibilities:

5.2.1 The Authority will review and agree day to day working agreements for the assigned consultant to allow the Supplier's consultants to fulfil their sustainability activities with the contractor's organisation

5.2.2 Provide the Contractor with direct technical access to Third Party Vendors and Authority teams required to enable the Contractor to deliver the Contractor responsibilities

5.2.3 Provide access to any necessary documentation required to assist in the Infrastructure Programme

5.2.3 Provide detailed documentation detailing any new processes and procedures

5.2.4 Provide access to necessary IT systems to undertake required activities.

5.3 Risks, Issues, Assumptions:

(A) Risks

Ref.	Description/Impact	Owner	Boundaries and Mitigation
R001	If any resource is unavailable due to external factors outside the Contractor's control then the timelines in this Work Order might be affected.	Joint	In the event that this Risk materialises, the Contractor and Authority will jointly agree how to proceed; any impact will be handled by the Project Change Control Procedure.

(B) Issues

None identified

(C) Assumptions

Ref.	Description	Contingency
A01	███████████ ███████████ ████	███████████████ ███████████████ █████████
A02	Any work required outside Working Hours (Working Hours are between 08:00 and 17:30) and Normal Working Days (any day other than a Saturday, Sunday or public holiday in England and Wales) will be subject to Out of Hours Charges.	Charges will be made on the monthly T&M Invoice and detail any Out of Hours Working and associated Charges.
A03	This work can be delivered remotely	If travel to Authority sites is required, expenses will be recharged in line with Appendix 12, Schedule 11.1, Charges

6. Charges to the Authority

This is a time & materials (T&M) Work Order (WO). The estimated Charges to the Authority for this WO are set out below, it is understood that the Contractor will invoice monthly in arrears on the basis of work done for the Project Management charges and payment will not be unreasonably withheld.

Any increase to the estimate will be agreed in advance and the Contractor will invoice on the basis of work done for this resource, it is assumed that payment will not be unreasonably withheld.

The estimated total charge to the Authority for this PCN is **£115,094.04**. This excludes expenses which will be charged in accordance with Appendix 12, Schedule 11.1, Charges

WO / PCN Supporting Charges Template - FOR T&M PRICING PROPOSALS									
Internal Resources (insert additional lines as required)								Split by FY	
Cost Category	SFIA ID	Role	Grade/Level	Rate	Days	Total Charge	FY20/21	FY21/22	FY22/23
Internal - Resource	SCTY	Architect	4	778 34	95	73941 92			73941.92
Internal - Resource	SCTY	Technical Lead	3	614 21	67	41152.12			41152.12
Internal - Resource Expenses									
Total Resources						**115094.04**	**0**	**0**	**115094**
Other Costs (insert additional lines as required)								Split by FY	
Cost Category	Item/Description			Per Unit Price	Quantity	Total Charge	FY20/21	FY21/22	FY22/23
						0			
Authority Owned Hardware & Software	Margin			10%		0	0	0	0
3rd Party Charges	Margin			10%		0	0	0	0
Internal - Non Resource	Margin			10%		0	0	0	0
Total Other Costs						**0**	**0**	**0**	**0**
Total All Charges for WO/PCN Approval						**115094.04**	**0**	**0**	**115094**

These Charges are subject to the assumptions set out above. Upon signature by the parties of CCCN00354 Indexation, the rate of indexation set out therein shall apply from 1 April 2022 to the charges contained in this Work Order.

Invoices will be raised monthly in arrears for all work and include all relevant expenses completed by the end of that month.

The basis of this Work Order has been priced using SFIA rates in accordance with Schedule 11.1, Charges, and it is understood that the monthly Charge will be provided based on monthly payments against final deliverable represented by the environments built and Applications treated as listed in Appendix A.

Charges do not include VAT which will be added to all invoices at the prevailing rate.

In respect of this Work Order the parties agree that Transparency Information required as set out in the first line of header "Cost Type" in Table 1 of Appendix 8 to Schedule 5.1, named "Internal Supplier Costs: Resources – T&M and Fixed Price" shall not apply.

The Authority further confirms that it understands the nature of the Charges set out in this Work Order and that the Charges herein (including all the underlying costs and expenses) are properly chargeable in accordance with the terms of the Agreement and upon this and paragraph 7.7.1 of Schedule 5.1 (Project Processes), the Authority confirms it has satisfied itself that the Charges represent value for money as at the date of this Work Order.

7. Changes in Service Charge

If not applicable, mark "Not Applicable"

8. Testing and Acceptance

8.1 Testing Procedures

Not Applicable

8.2 Acceptance Criteria

9. Milestones Table

Not Applicable

10. Project Scorecard

Not Applicable

11. Checklist (optional for 'Small' Priority Category pieces of work)

Minimum document requirements for Project launch for a Large Project (if requested)

Document Reference	Title	Version
Project Initiation Request	Approved - describing the requirements and objectives	As described in this document.
Work Order	Approved - describing the Supplier responsibilities, deliverables, Project Success Criteria and charges.	As described in this document. Short format for Small and Medium Projects.
Project Governance Plan	Describes the governance, quality criteria for the project	As appropriate for the size of Project.
Project Plan	Defines the activities, timeline and critical path for the Project	As appropriate for the size of Project. For all projects of more than 10 activities a MS Project plan should be produced.
Key Resources	Key resources have been identified and are available	Includes people, equipment and working facilities.
Risk and issue Log	Log populated with initial risks and issues	Format to be agreed and populated with initial risks and issues, to include priority, impact and mitigation.
Sustainability Impact Assessment	As described in the Work Order (Sustainability)	

AUTHORITY TO PROCEED	Page 24 of 24

Implementation of this WO is:	
Approved	

For Authority	**For Supplier**
Signature ███████████	Signature ████████
Name ████████	Name ████████
Title ████████	Title ██████
Date 28/06/2022	Date 28/06/2022

End of Document