
**DEFENCE AS A PLATFORM
SIP FINAL SCHEDULE 1
WORK PACKAGES**

SCHEDULE 1

WORK PACKAGES

SUMMARY

Capitalised terms used but not defined in this Schedule are defined in Clause 1.1 (*Definitions and Interpretation*).

The Contractor will deliver the Services described in the following Work Packages in accordance with the Minimum Service Requirements and Deliverable Dates set out therein.

Work Package Number	Work Package Title	Work Package Effective Date	Service Commencement Date (SCD)	Work Package Term
1	SERVICE INTEGRATION CORE CAPABILITY	23 Apr 19	23 Apr 19	23 Months
2	SERVICE INTEGRATION KNOWLEDGE TRANSFER	23 Apr 19	23 Apr 19	23 Months

Work Package 1

Work Package Reference	SIP WP1
Work Package Title	SERVICE INTEGRATION CORE CAPABILITY
Work Package Objective	To provide a core service integration capability to ensure end-to-end coherency of all ISS Services as they are designed, developed and delivered into live service.
Work Package Effective Date	23 Apr 19
Service Commencement Date (SCD)	23 Apr 19
Work Package Value	[redacted]
Work Package Term	23 Months
Nominated Contractor Lead	[redacted]
Nominated Authority Lead	[redacted]

SIP WP1 – SERVICE INTEGRATION CORE CAPABILITY					
Ref	Authority's desired outcome	Minimum Service Requirements	Deliverable Date(s)	Charges	Invoice trigger/cycle
D0 – Work Plan	A comprehensive Work Plan is produced and maintained which sets out the structure and plan to support the delivery of the Services.	D0.1 The Contractor shall deliver the initial Work Plan in accordance with Clause 3 (Services) and Schedule 3 (Work Plan).	SCD + thirty (30) Working Days.	[redacted]	Acceptance of the initial Work Plan.
		D0.2 The Contractor shall review and update the Work Plan on a quarterly basis to ensure it is comprehensive, accurate and up-to-date and compliant with Schedule 3 (Work Plan).	Quarterly from Acceptance of the initial Work Plan.	[redacted]	Acceptance of each updated Work Plan, except where, at the Authority's reasonable discretion, the Contractor makes no material updates to the updated Work Plan from the previous quarter, in which case no Charges shall be payable by the Authority for that updated Work Plan.
			[redacted]		
D1 – Transition	A robust and coherent	D0.3 The Contractor shall implement the Work Plan and provide all Services in accordance with its terms. The Contractor shall further deliver a monthly Report which identifies progress against all aspects of the Work Plan, including as a minimum: <ol style="list-style-type: none"> i. a progress summary including the overall status of the Work Plan and any key successes or failures for the period; ii. the stages, tasks and Deliverables completed in the period or the percentage thereof; iii. an explanation for any stages, tasks or Deliverables that are behind schedule and the action taken to remediate; iv. the stages, tasks and Deliverables scheduled for completion in the next period; v. a summary of any open issues (including in relation to any relevant dependencies) and the action taken to remediate; vi. a summary of any open risks and the action taken to mitigate; vii. any key decisions required or escalations raised; and viii. any Change requests raised. 	Ongoing throughout the Term with monthly progress reporting.	[redacted]	Acceptance of work produced under the Work Plan as documented in a monthly Report which identifies progress against all aspects of the Work Plan.
			D1.1 The Contractor shall deliver an initial model which sets out the	SCD +	[redacted]

SIP WP1 - SERVICE INTEGRATION CORE CAPABILITY					
Ref	Authority's desired outcome	Minimum Service Requirements	Deliverable Date(s)	Charges	Invoice Ingress/Cycle
State Model	model is produced and maintained to support the Authority in ensuring the viable delivery of all ISS Services.	sequencing and alignment of the logical steps and processes that enable the Authority to identify Transition States for the following elements of ISS Services over a rolling five (5) year period, the minimum being service (solution) design, service build & transition, service validation & test, business change and communications, commercial (this includes financial in the definition), service and security, continuous service improvement (the "Transition State Model").	hundred (100) Working Days.		Transition State Model.
D2 - Incoherencies	All multi-sourced components of the Enterprise IT are integrated and remain coherent throughout the complete service development lifecycle, thereby enabling delivery of end-to-end ISS Services that meet the Authority's designated performance levels.	D1.2 The Contractor shall update the Transition State Model on a monthly basis to ensure it is comprehensive, accurate and up-to-date.	Monthly from Acceptance of the initial Transition State Model.	[redacted] [redacted]	Acceptance of each updated Transition State Model.
		D2.1 The Contractor shall proactively monitor and analyse ISS Services to identify Incoherencies relating to or concerning: <ul style="list-style-type: none"> i. cross-service/cross-supplier technical integration; ii. component systems and services for all ISS Services; iii. the differences between the solution for an individual ISS Service and all other solutions for ISS Services as well as the Enterprise Architecture; and iv. the critical path analysis for delivery of ISS Services. 	SCD + forty (40) Working Days, and thereafter monthly.	[redacted] [redacted]	Acceptance of each of the components of Deliverable D2.1.
		D2.2 As soon as possible after the Contractor identifies each Incoherency pursuant to requirement D2.1, the Contractor shall provide the Authority with a written description of such Incoherency together with viable options, recommendations and plans in order to remediate such Incoherency (each an "SI Exceptions Notice").	SCD + sixty (60) Working Days, and thereafter monthly.	[redacted] [redacted]	Acceptance of each SI Exceptions Notice.
		D2.3 The Contractor shall support the Authority to decide how to remediate each Incoherency, and will record the Authority's decisions in a Report which includes a plan for the successful implementation of such remediation decisions (each an "SI Remediation Action Plan").	SCD + eighty (80) Working Days, and thereafter monthly.	[redacted] [redacted]	Acceptance of each SI Remediation Action Plan.
		D2.4 The Contractor shall implement each SI Remediation Action Plan in accordance with its terms in order to remediate the relevant Incoherencies in a timely manner. This will include:	As set out in each SI Remediation	[redacted]	Acceptance of the implementation of each SI Remediation Action Plan.

SIP WP1 - SERVICE INTEGRATION CORE CAPABILITY					
Ref	Authority's desired outcome	Minimum Service Requirements	Deliverable Date(s)	Charges	Invoice trigger/cycle
		<ul style="list-style-type: none"> i. working with key stakeholders from the Authority and MSPs; supporting the Authority in preparation for the adoption of new ISS Services; ii. supporting the conference of the release and deployment management approaches; and iii. identifying and orchestrating service improvement opportunities across all aspects of the SI Services, which may include recommendations to improve aspects of ISS's organisation and operating model. iv. 	Action Plan.	[redacted]	
		<p>D2.5 The Contractor shall deliver a Report on a weekly basis which provides an update on the status of each Incoherency which is subject to an SI Remediation Action Plan, together with details of the progress made towards remediating such Incoherencies and the actions or steps remaining and an up-to-date RAID Log (each a "SI Remediation Progress Report").</p>	Monthly as a minimum from Acceptance of each SI Remediation Action Plan.	[redacted] [redacted]	Acceptance of each monthly SI Remediation Progress Report.
D3 - Collaboration Agreement	Facilitate a "one team" approach to the delivery of SI Services where all Parties collaborate effectively and work towards shared outcomes.	<p>D3.1 The Contractor shall support the Authority in the execution of effective governance and operation of the Collaboration Agreement in accordance with its terms. As described in the Collaboration Agreement, this will include planning, establishing and managing:</p> <ul style="list-style-type: none"> i. quarterly stock-takes as a minimum between the Authority and each DaaP Contractor to support the biannual assessment process; ii. the biannual assessments between the Authority and each DaaP Contractor; and iii. the annual joint review between the Authority and all DaaP Contractors. 	As set out in the Work Plan and the Collaboration Agreement.	[redacted] [redacted]	Six (6) months from SCD and quarterly thereafter.

Work Package 2

Work Package Reference	SIP WP2
Work Package Title	SERVICE INTEGRATION KNOWLEDGE TRANSFER
Work Package Objective	To transfer Service Integration knowledge and skills to Authority Personnel to enable the Authority to manage and deliver all SI Services self-sufficiently.

Work Package Effective Date	23 Apr 19
Service Commencement Date (SCD)	23 Apr 19
Work Package Value	[redacted]
Work Package Term	23 Months
Nominated Contractor Lead	[redacted]
Nominated Authority Lead	[redacted]

SIP WP2 – SERVICE INTEGRATION KNOWLEDGE TRANSFER					
Ref	Authority's desired outcome	Minimum Service Requirements	Deliverable Date(s)	Charges	Invoice trigger/cycle
D1 – Knowledge Transfer planning and implementation	A comprehensive and effective plan for the Knowledge Transfer is produced and maintained.	<p>D1.1 The Contractor shall deliver a Report which sets out an effective, efficient and viable knowledge transfer and training plan to ensure completion of the Knowledge Transfer (the "KTTP").</p> <p>The KTTP shall address, as a minimum, the following areas:</p> <ul style="list-style-type: none"> i. the standards and objectives for Training the Authority Personnel; ii. a strategy for ensuring that all Training necessary to complete the Knowledge Transfer in an efficient and timely manner as early as is reasonably practicable and in any event by the end of the Term; iii. a Knowledge Map to support the Knowledge Transfer; iv. the baselining of the 'as-is' Service Integration capability of the Authority Personnel; v. the scope of Training necessary to develop the Service Integration capability of the Authority Personnel to ensure completion of the Knowledge Transfer; vi. a detailed plan for Knowledge Transfer including the tasks, deliverables and resources (including documentation, materials and Authority resources) to be used and necessary to complete the Knowledge Transfer; and vii. the performance, assessment and success criteria for ensuring the Knowledge Transfer and proposed metrics and mechanisms for monitoring, measuring and reporting against such criteria. 	To be delivered no later than eight (8) months prior to the end of the Term.	[redacted]	Acceptance of the KTTP.
	The relevant Authority Personnel have the necessary skills and knowledge to manage and deliver all SI Services self-sufficiently.	<p>D1.2 The Contractor shall ensure the complete and successful implementation of the KTTP in accordance with its terms and shall ensure the completion of the Knowledge Transfer.</p> <p>This will include:</p> <ul style="list-style-type: none"> i. reporting on progress in accordance with the mechanisms and metrics set out in the KTTP; ii. identifying and proposing areas for improvement of Knowledge Transfer Services, e.g. identifying new techniques that will improve the efficiency or effectiveness of the Knowledge Transfer; and iii. delivering a 'lessons learned' Report including recommendations for further developing and improving the capabilities, knowledge and further Training of the Authority Personnel in relation to SI Services. 	Within six (6) months prior to the end of the Term.	[redacted]	Acceptance that the Knowledge Transfer is complete.