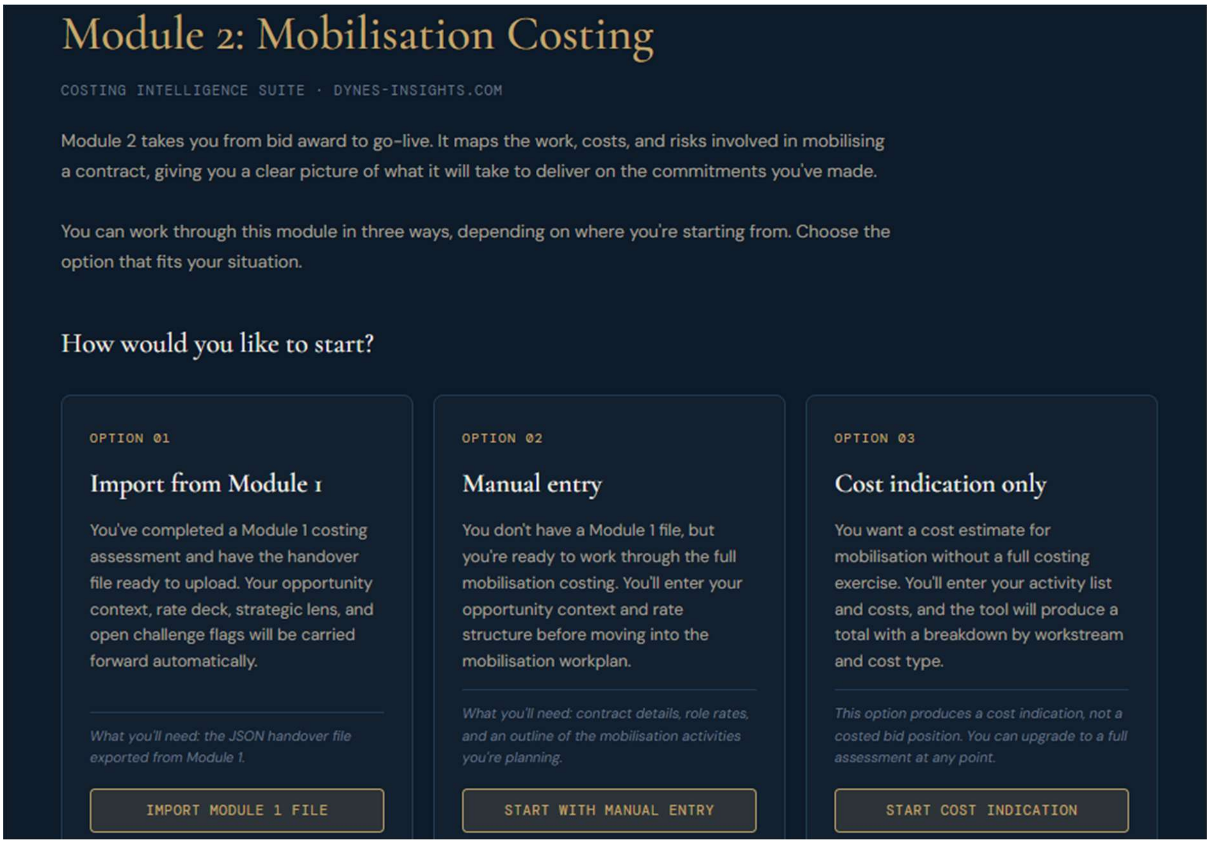
Costing Intelligence Suite

Module 2: Mobilisation Costing

User Guide

What this module does

Module 2 builds your mobilisation cost baseline. It takes the opportunity context from Module 1 (or allows manual entry), structures your staffing, TUPE, procurement, work breakdown, and readiness inputs, and produces a costed mobilisation plan. An AI challenge analysis in Stage 3 interrogates your assumptions. When the estimate is ready, Module 2 exports a handover file that carries the baseline forward into Module 3.



When to use it

Use Module 2 once a bid decision has been made and you are planning the mobilisation phase. It is suited to any contract transition where staffing levels, TUPE obligations, procurement lead times, or phased workstreams affect your cost position.

Choosing your entry state

When you open Module 2, you are asked how you would like to begin. Three options are available:

State	Entry mode	When to use it

A	Import from Module 1	You have the JSON handover file from Module 1. Opportunity context, rate deck, strategic lens, and open challenge flags pre-populate automatically.
B	Manual entry	No Module 1 file is available. All fields are blank and must be entered from scratch.
C	Indication only	You want a lightweight indicative cost view. Inputs are simplified and no data is saved. The tool shows a banner noting this is a cost indication, not a costed bid position.

State C is for indicative use only. For a full mobilisation cost baseline, use State A or B. You can upgrade from State C to a full costing at any point using the "Upgrade to full costing" button.

How the module is structured

Stage 1 is a single page with collapsible sections, navigated via the left-hand sidebar. Sections open and close by clicking the section header. Work through them in order; you can return to any section at any time.

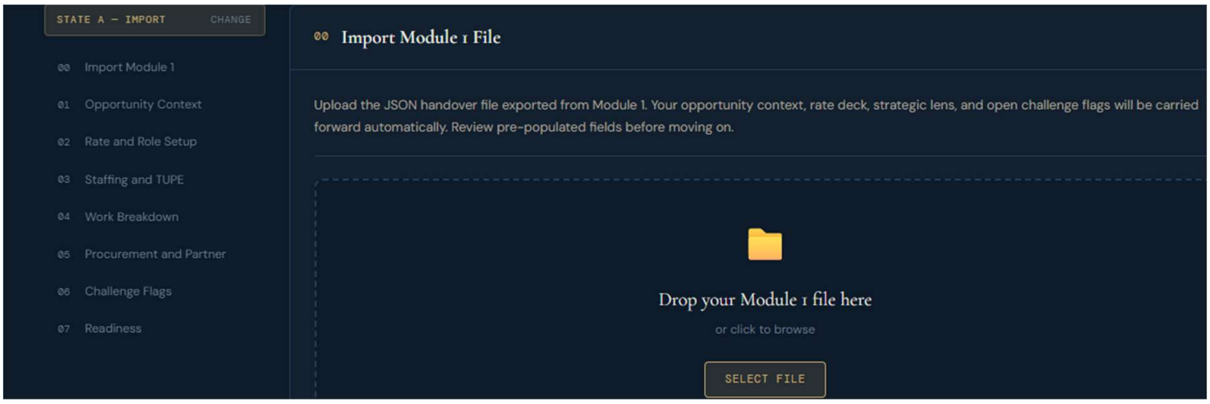
The left-hand sidebar shows your current entry state (A, B, or C) and a navigation list of all sections. A "Change" link in the sidebar badge lets you switch entry state if needed before proceeding.

At the bottom of the page, a footer bar gives you two options: Save progress and Proceed to Stage 2. Stages 2 through 5 are separate pages reached by proceeding from Stage 1.

Working through Stage 1

Section 00: Import Module 1 File (State A only)

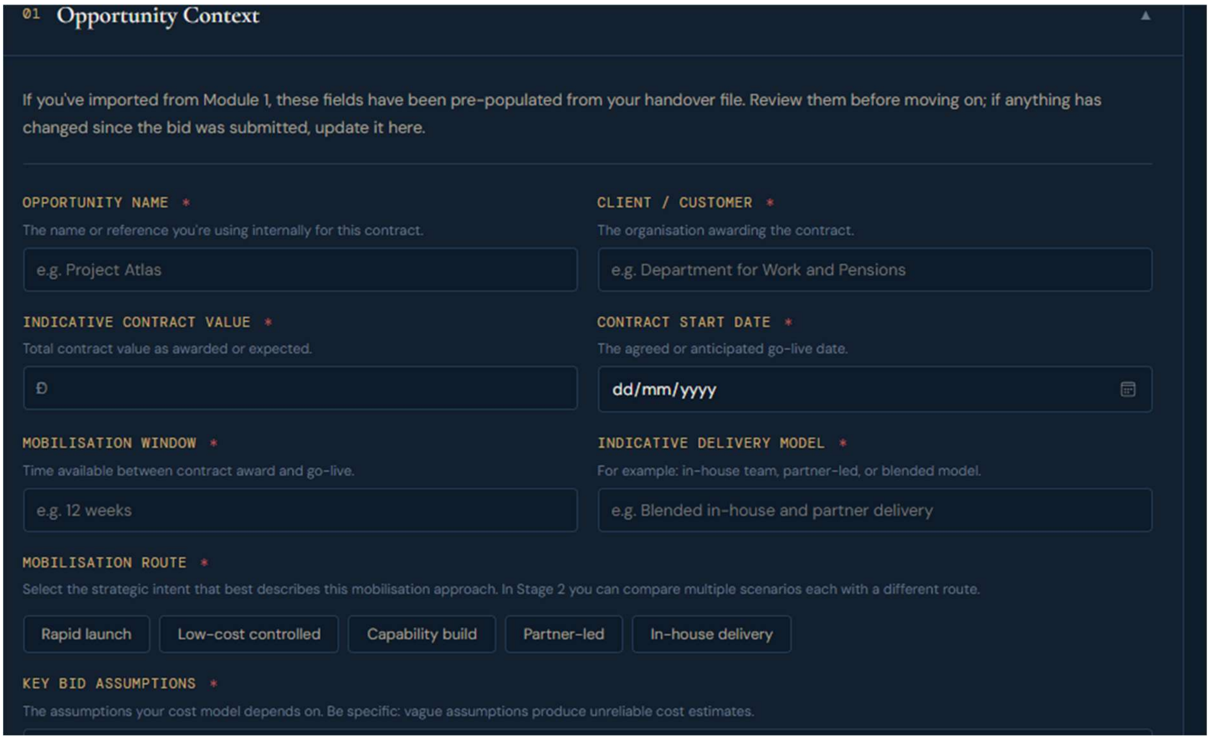
This section is only visible when you have selected State A. Drag and drop your Module 1 JSON handover file into the import area, or click to browse for it. On successful import, a confirmation message shows the opportunity name and session details. The sections below will pre-populate from the imported data.



After importing, review all pre-populated fields before moving on. The module carries forward the data as it was at the point of export; if inputs were revised in Module 1 after the handover was generated, re-export from Module 1 and import the updated file.

Section 01: Opportunity Context

For States A and B, this section captures the core details that shape the cost analysis and the AI challenge review.



Work through each field:

- Opportunity name and Client / customer: the internal name and the awarding organisation
- Indicative contract value: total contract value as awarded or expected
- Contract start date: the agreed or anticipated go-live date
- Mobilisation window: time available between contract award and go-live (enter as weeks or months)
- Indicative delivery model: for example, in-house team, partner-led, or blended model

The Mobilisation route field asks you to select the strategic intent that best describes this mobilisation approach:

Route	Description
Rapid launch	Maximum pace to go-live; accepts higher cost in exchange for speed
Low-cost controlled	Prioritises cost minimisation with a controlled, phased approach
Capability build	Mobilisation is used to build organisational capability, not just deliver to contract
Partner-led	A partner or sub-contractor is leading or significantly shaping the mobilisation
In-house delivery	Delivered entirely by your own team with no partner dependency

In Stage 2, you can create multiple scenarios each with a different mobilisation route, allowing direct comparison of different approaches.

Add a Route rationale to explain why this route was selected. The field appears after a route is chosen. This is used in the Stage 3 AI challenge review.

Key bid assumptions (required): the assumptions your cost model depends on. Be specific; vague assumptions produce weaker AI challenge outputs.

Section 02: Rate and Role Setup

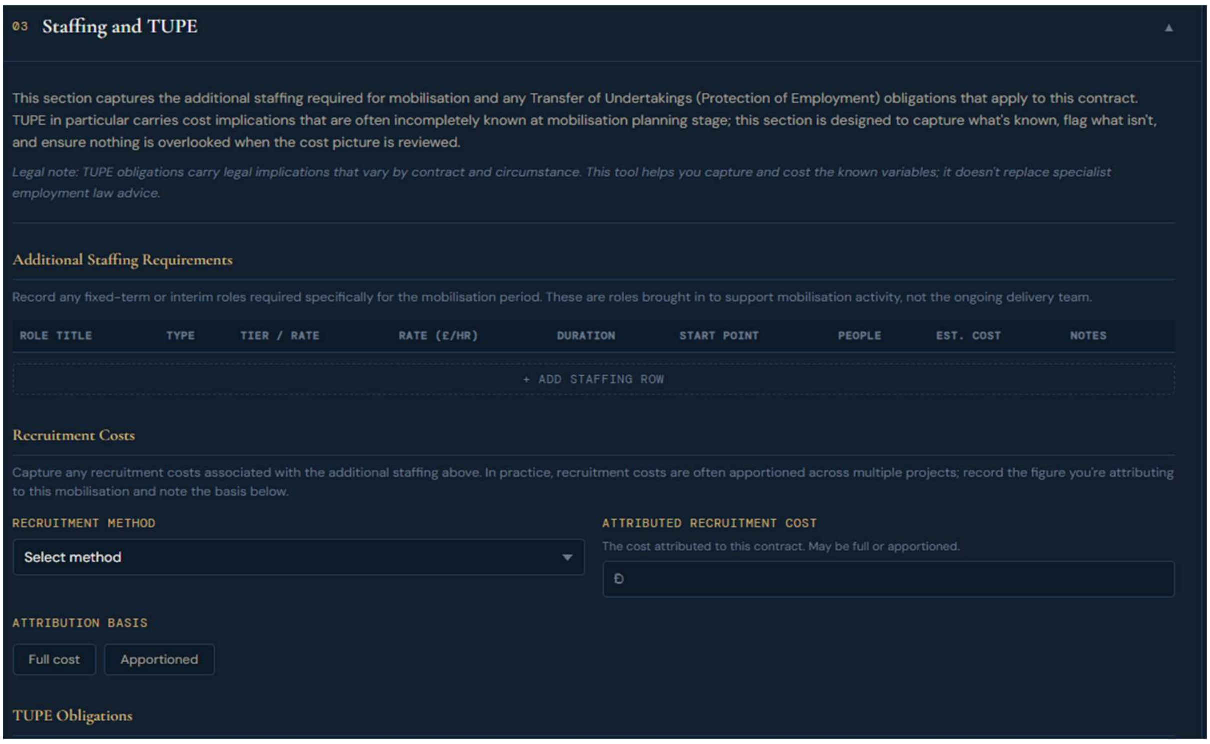
This section sets up the role tiers you will be drawing on during mobilisation. If you imported from Module 1, the rate deck pre-populates from the handover; review the rates and adjust if anything has changed since the bid phase.

The Core Rate Deck contains the same six standard tiers as Module 1. For each tier, toggle it active or inactive and confirm or update the hourly rate.

Mobilisation-Specific Additions lets you add roles outside the standard tier structure, for example, a temporary project coordinator brought in specifically for the mobilisation period. Enter a label and rate for each addition.

Section 03: Staffing and TUPE

This section captures the additional staffing required for mobilisation and any Transfer of Undertakings (Protection of Employment) obligations that apply.



Additional Staffing Requirements

Record any fixed-term or interim roles required specifically for the mobilisation period. These are roles brought in to support mobilisation activity, not the ongoing delivery team.

For each row, enter: role title, type, tier or rate, rate per hour, duration, start point, number of people, estimated cost, and any notes.

Recruitment Costs

Capture any recruitment costs associated with the additional staffing above. Enter the recruitment method, attributed cost, and whether the cost is the full figure or apportioned across multiple contracts. If apportioned, add a note on the apportionment basis.

TUPE Obligations

Select whether TUPE applies to this contract: No, Yes, or Under investigation.

If TUPE applies, complete the following subsections:

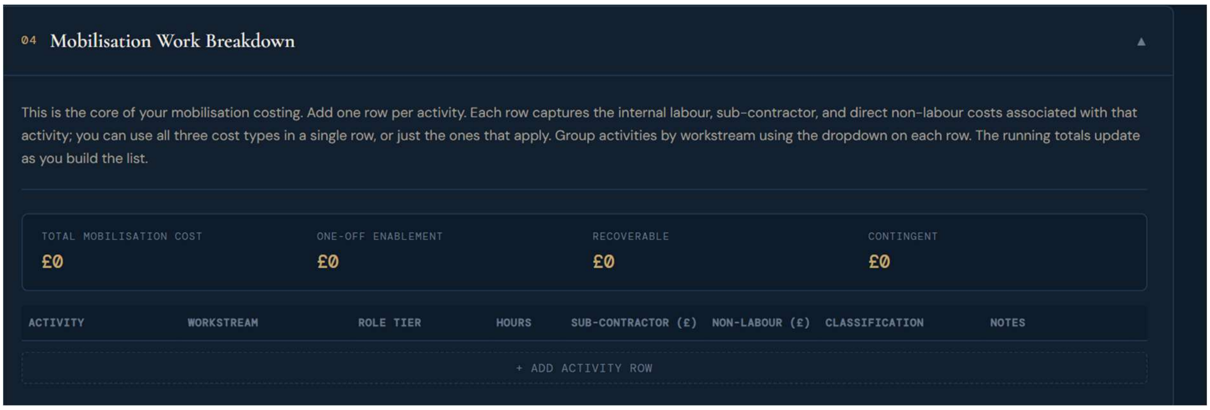
- Staff Transfer: number of staff potentially transferring, incumbent organisation, TUPE consultation timeline, and legal costs (or flag as unquantified)
- Harmonisation Costs: select Known or Unknown. If Known, enter the cost estimate and a description. If Unknown, a challenge flag is raised automatically and you are asked to assign an owner
- Pension Obligations: select Known or Unknown. If Known, describe the obligations and enter an indicative cost. If Unknown, a challenge flag is raised automatically

A TUPE cost summary bar at the bottom of the section shows confirmed costs and the count of unquantified items.

> TUPE obligations carry legal implications that vary by contract and circumstance. This tool helps you capture and cost the known variables; it does not replace specialist employment law advice.

Section 04: Mobilisation Work Breakdown

This is the core of your mobilisation costing. Add one row per activity using the "+ Add activity row" button.



Each row captures:

- Activity: a short description of the mobilisation activity
- Workstream: the workstream this activity belongs to (used to group and compare costs)
- Role tier: the tier delivering this activity
- Hours: internal labour hours
- Sub-contractor (£): any sub-contracted element of this activity
- Non-labour (£): direct costs that are not labour or sub-contractor (for example, materials, equipment, licences)
- Classification: how this cost is treated
- Notes: any assumptions or caveats specific to this row

The running totals bar at the top of the section updates as you build the list:

- Total mobilisation cost: all activities combined
- One-off enablement: costs that are incurred once and not recoverable
- Recoverable: costs expected to be recovered through the contract
- Contingent: costs that depend on a specific condition being met

Section 05: Procurement and Partner Detail

This section captures procurement, licensing, and partner obligations associated with the mobilisation. None of the fields are mandatory, but gaps here are a common source of cost surprises in delivery. Complete as much as you can.

The five fields are:

- COTS licensing requirements: commercial off-the-shelf software, platforms, or tools that need to be purchased, licensed, or configured
- Partner and supplier obligations: what your partners or suppliers are committing to, and by when
- Procurement requirements: any formal procurement process required before mobilisation can proceed
- IPR and licensing assumptions: who owns intellectual property developed during mobilisation and any licensing terms attached to assets being used
- Outstanding legal or regulatory approvals: anything requiring legal sign-off or regulatory clearance before go-live

The Stage 3 AI challenge review will interrogate anything in this section that appears incomplete or inconsistent with the work breakdown in Section 04.

Section 06: Challenge Flags and Risk Register

This section carries forward any open challenge flags from the bid phase and adds mobilisation-specific checks.

The section has three subsections:

Open flags from bid phase (State A only)

If you imported from Module 1, any open challenge flags from the bid assessment appear here. Update the status and notes for each to reflect the current position.

TUPE flags (auto-generated)

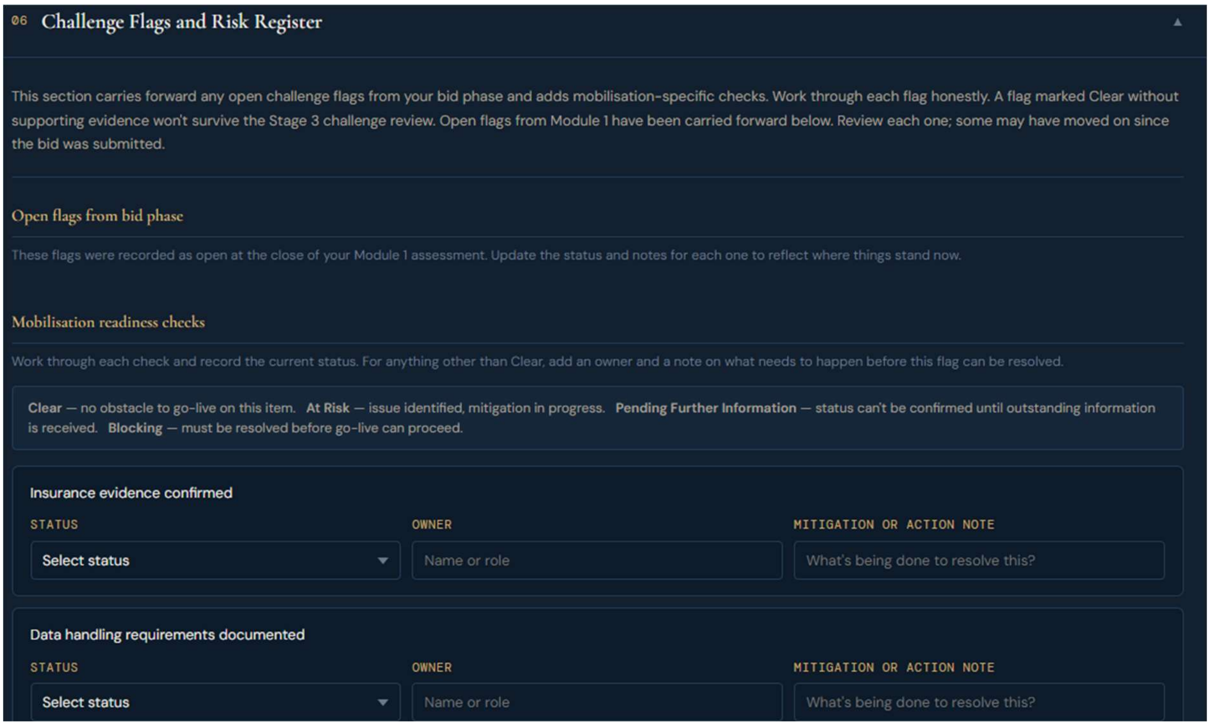
If harmonisation or pension obligations were flagged as unknown in Section 03, challenge flags are raised here automatically. These cannot be manually dismissed; they clear when the relevant issue is confirmed in Section 03.

Mobilisation readiness checks

Work through each readiness check and record the current status. The four status options are:

- Clear: no obstacle to go-live on this item
- At Risk: issue identified, mitigation in progress
- Pending Further Information: status cannot be confirmed until outstanding information is received
- Blocking: must be resolved before go-live can proceed

For any status other than Clear, add an owner and a note on what needs to happen before this flag can be resolved.



Section 07: Readiness and Dependencies

This section maps the conditions that need to be in place before go-live is achievable.

Three parts to complete:

Launch Dependencies

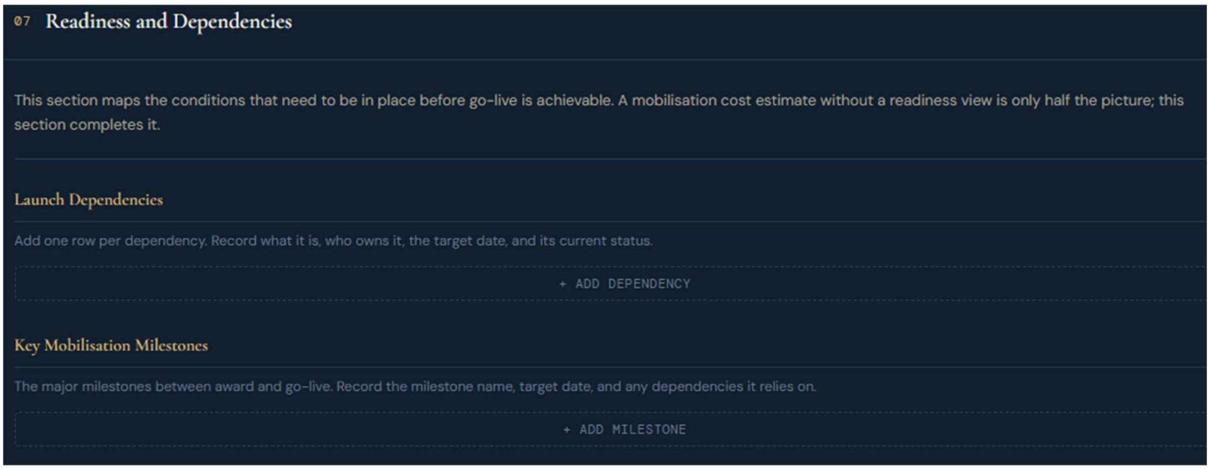
Add one row per dependency. For each: what it is, who owns it, the target date, and its current status.

Key Mobilisation Milestones

The major milestones between award and go-live. Record the milestone name, target date, and any dependencies it relies on.

Summary fields

- Critical path items: activities or conditions that must happen in sequence for go-live to be achievable. If any of these slip, the mobilisation window is at risk
- Mandatory mobilisation assumptions (required): the assumptions your mobilisation plan depends on. These are interrogated in the Stage 3 challenge review; be specific
- Red flags or showstoppers: anything that could prevent go-live as planned. Include items you expect to resolve; it is better to have them on record



Proceeding to Stage 2

When Stage 1 is complete, press "Proceed to Stage 2" in the footer bar. Your data is saved to the session before the page transitions.

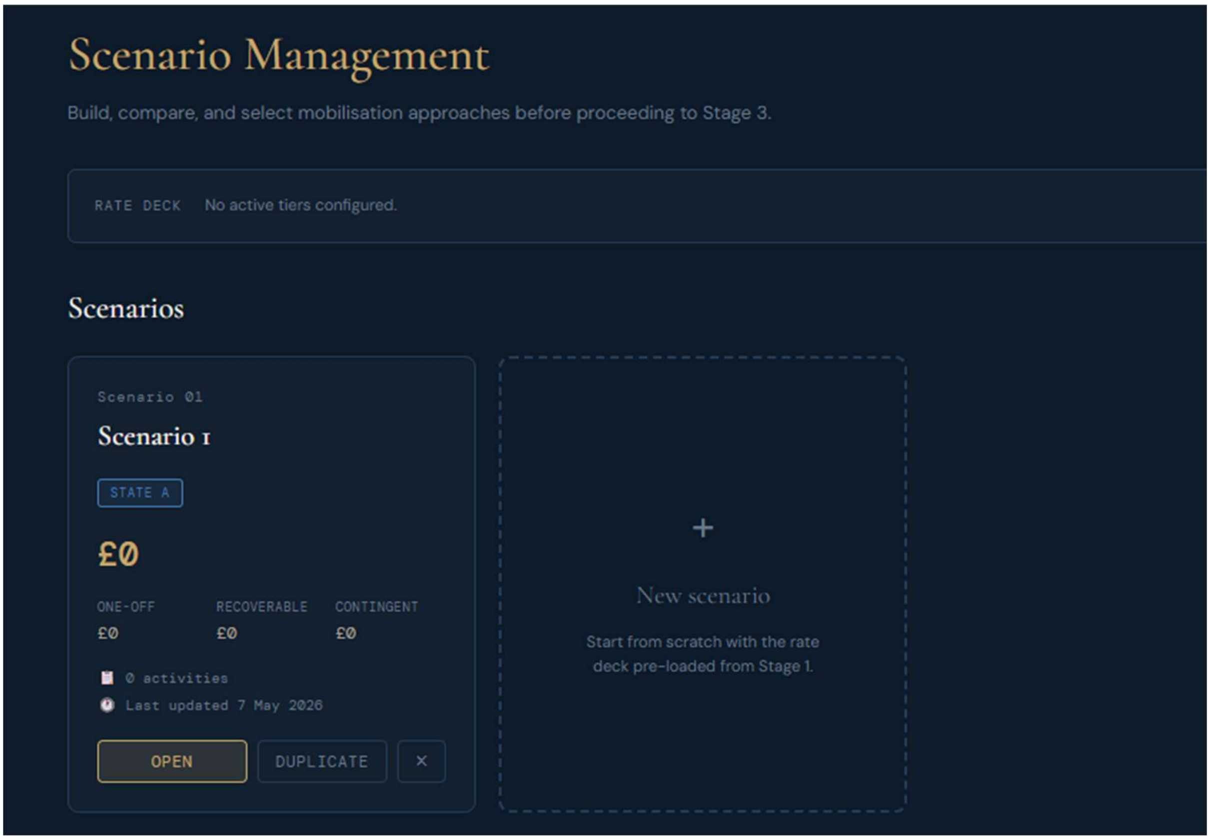
Stages 2 through 5

The remaining four stages each open as separate pages. Navigate forward using the Proceed button at the bottom of each stage, or return to Stage 1 via the browser back button.

Stage	Name	Purpose
2	Scenario Management	Create, duplicate, rename, and compare up to five cost scenarios built from your Stage 1 data. Side-by-side comparison across key cost dimensions.
3	AI Challenge Analysis	AI interrogation of scenario assumptions. Run analysis on a single scenario or compare multiple scenarios. Chat interface for follow-up questions.
4	Decision Dashboard	Visual dashboard showing all scenarios across key cost metrics. Drill into a single scenario for detail view.
5	Exports	Download the full report (.pdf), cost workbook (.xlsx), and Module 3 handover file (.json).

Stage 2: Scenario Management

Stage 2 lets you model up to five cost scenarios. Each scenario is a variation on your Stage 1 baseline, adjusted for different staffing levels, procurement assumptions, mobilisation routes, or phasing.



Your Stage 1 inputs form the first scenario automatically. To add further scenarios:

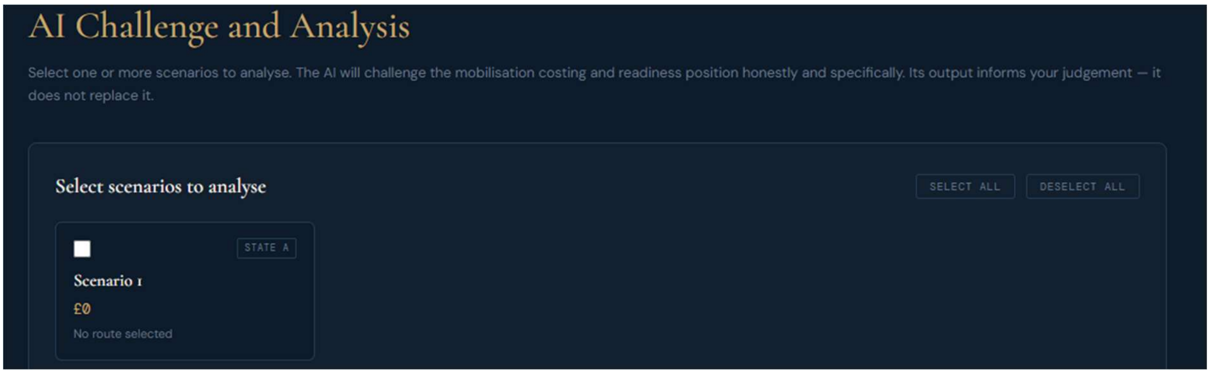
- Use the Create button to build a new scenario from scratch
- Use the Duplicate button on any existing scenario to copy it and adjust from there

Each scenario can be renamed and deleted. You must keep at least one scenario.

The comparison view places all scenarios side by side across key cost dimensions.

Stage 3: AI Challenge Analysis

Stage 3 runs an AI interrogation of your scenario assumptions. It is designed to surface gaps, challenge cost estimates, and identify risks that structured input alone may not capture.



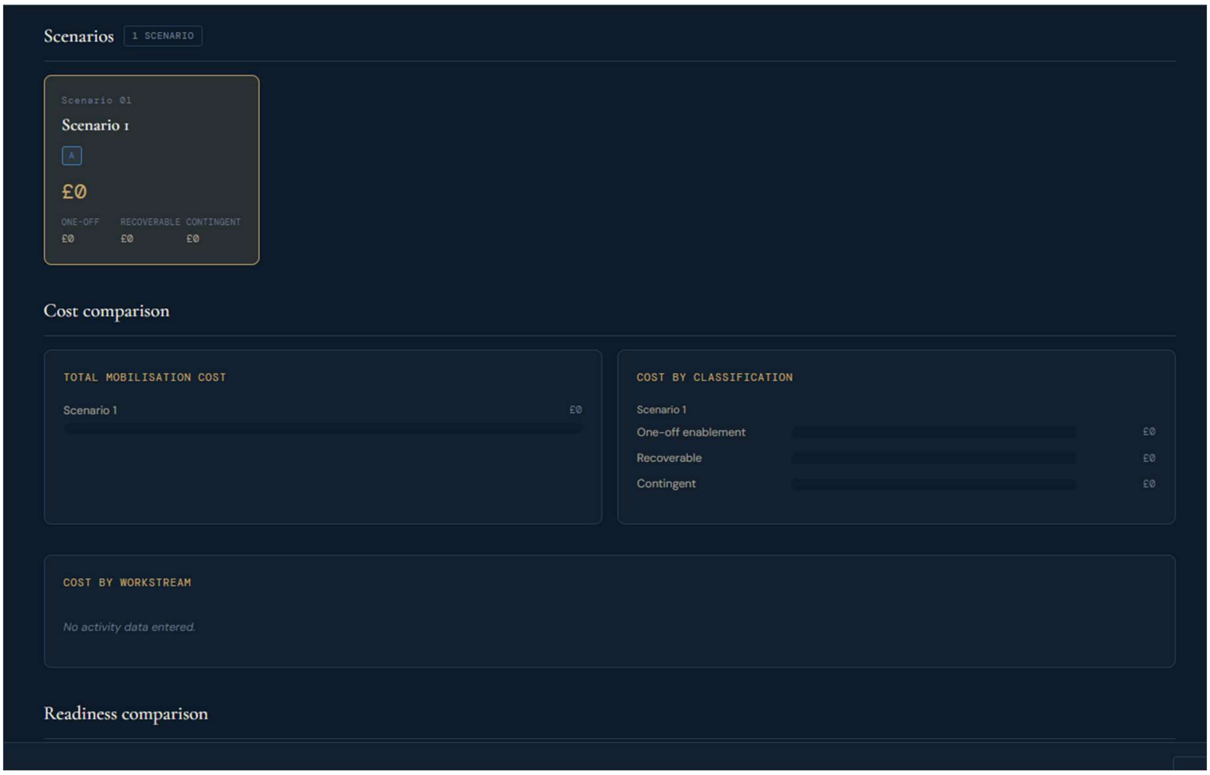
Select a scenario and press "Run Analysis" to start. For a comparative analysis, run across all scenarios and the tool highlights relative strengths and weaknesses.

The chat interface below the analysis output lets you ask follow-up questions. The assistant has full context of the scenario inputs and the analysis output.

> The AI analysis output is decision support. All outputs require your review and professional judgement before any action is taken.

Stage 4: Decision Dashboard

Stage 4 presents your scenarios in a visual dashboard using bar charts. The default view compares all scenarios across key cost metrics. Select a single scenario to drill into its detail.



Stage 5: Exports

Stage 5 produces your output files. Three options are available:

Export	Format	Contents
Full report	.pdf	Complete mobilisation cost report including all scenarios, AI analysis, and dashboard output
Cost workbook	.xlsx	Multi-sheet workbook covering all scenarios and cost breakdown
Module 3 handover	.json	Structured handover file for import into Module 3. Carries the baseline, rate deck, TUPE position, and open flags

Generate the Module 3 handover file only once the mobilisation cost estimate has been reviewed and approved. Keep the file; you will need it when you open Module 3.

Tips

- Complete Stage 1 in full before proceeding to Stage 2. Gaps in Stage 1 produce weaker scenario outputs and a weaker AI challenge analysis.
- Use the Duplicate function in Stage 2 to build scenarios efficiently. Start from your most likely baseline and adjust from there rather than building each scenario from scratch.
- Run the AI challenge in Stage 3 before you finalise your preferred scenario. It is most useful before decisions are made, not after.
- Flag TUPE items as unknown rather than leaving them blank. Unknown flags appear in the cost summary and the challenge review; blank fields do not.
- The Mandatory mobilisation assumptions field in Section 07 is the most heavily interrogated field in the Stage 3 challenge. Be specific; vague assumptions produce weaker challenge outputs.
- Save progress regularly. The module saves on a debounce delay; use the Save progress button before closing the browser.