

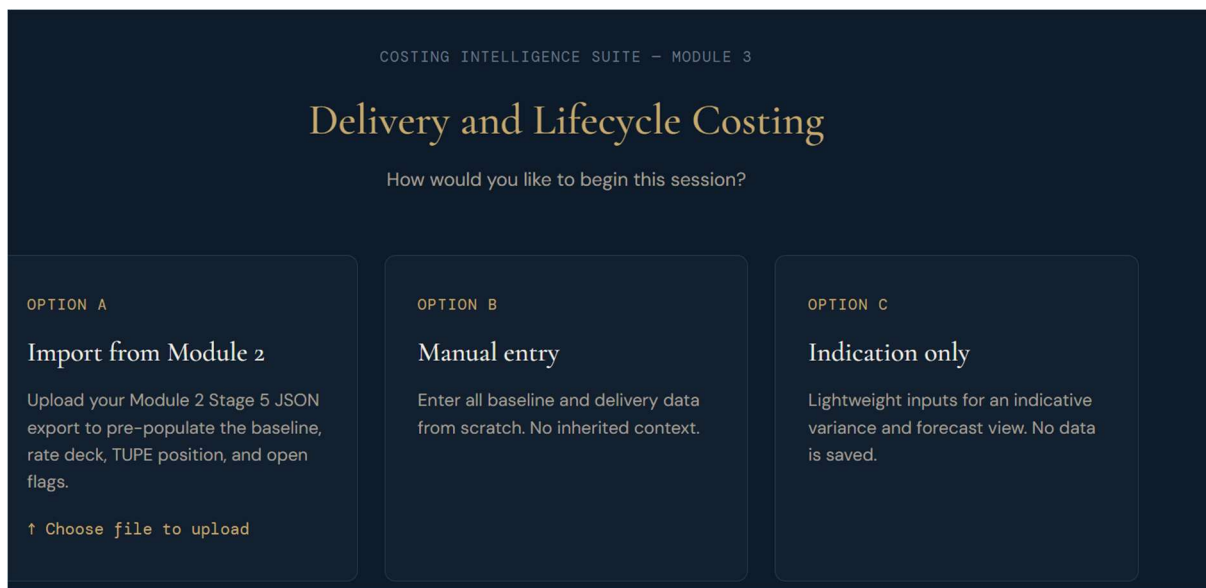
Costing Intelligence Suite

Module 3: Delivery and Lifecycle Costing

User Guide

What this module does

Module 3 tracks actual delivery costs against the mobilisation baseline established in Module 2. It captures actuals by workstream and period, records TUPE delivery-phase activity and operational changes, and runs an AI delivery analysis across six structured dimensions. The dashboard and export suite support ongoing management review throughout the contract lifecycle. Module 3 also produces a handover structure for any future continuation.



When to use it

Use Module 3 once a contract is live and you are tracking delivery costs against the baseline. It is designed for periodic updating as actuals are recorded; the variance analysis is most useful when the data is current.

Choosing your entry state

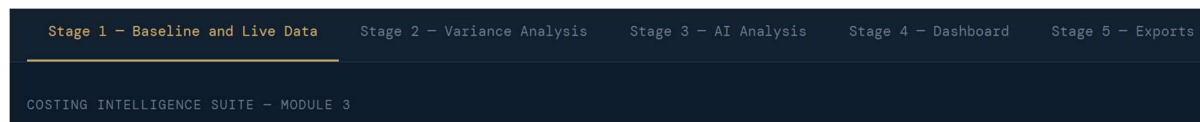
When you open Module 3, you are asked how you would like to begin. Three options are available:

Option	Entry mode	When to use it
A	Import from Module 2	You have the JSON handover file from Module 2 Stage 5. Baseline, rate deck, TUPE position, workstream structure, and open flags pre-populate automatically.
B	Manual entry	No Module 2 file is available. All baseline and delivery data is entered from scratch.

C	Indication only	Lightweight inputs for an indicative variance and forecast view. No data is saved to the session store.
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How the module is structured

Module 3 runs across five stages accessed via the stage navigation bar at the top of the page. Stage 1 is the data entry page; Stages 2 through 5 open as separate pages when you proceed from Stage 1.



Within Stage 1, eight sections are presented as cards down the page. A "Proceed to Stage 2" button and a validation message sit at the bottom of the page. The minimum requirement to proceed is Sections 1 and 4 completed.

Working through Stage 1

Section 01: Contract Overview

Enter the core contract details. These fields label the outputs and feed into the AI analysis context.

- Opportunity name: the internal name for this contract
- Client: the contracting organisation
- Contract value (£): total contract value
- Delivery model: for example, prime contractor with sub-contracted specialist delivery
- Contract start date and Contract end date: the contract term calculates automatically from these two dates

If you imported from Module 2, a read-only panel below the form shows the mobilisation route and route rationale inherited from the bid phase.

Section 02: Delivery Baseline Reference (Option A only)

This section is visible only when you have imported from Module 2. It is read-only and shows the mobilisation baseline inherited from the handover file.

The section displays:

- Total mobilisation cost, broken down into sunk cost, recoverable, and contingent elements
- Cost by workstream from the Module 2 baseline
- Approved assumptions from Module 2
- Red flags carried forward from Module 2

This section cannot be edited here. If the Module 2 baseline needs correcting, return to Module 2, revise the inputs, and regenerate the Stage 5 handover file. Re-import the updated file into Module 3.

Section 03: Rate Deck

The rate deck shows the role tiers and hourly rates applicable to this delivery period. If imported from Module 2, rates pre-populate and are marked as inherited.

You can revise inherited rates or add new tiers using the "+ Add rate tier" button. Revising a rate creates a versioned record; the original rate is retained for variance analysis. Mark any revised rate with an effective date and a change note.

Rate status badges are:

- Inherited: carried forward unchanged from Module 2
- Revised: an inherited rate that has been updated for the delivery period
- New: a rate tier added directly in Module 3

Section 04: Delivery Workstream Structure

Define the workstreams that structure your delivery cost tracking. If imported from Module 2, workstreams pre-populate from the baseline.

Workstream name	Lead role	Baseline budget (£)	Notes
Service Delivery	Delivery Manager	500000	Optional ×
Maintenance Management	Facilities Lead	25000	Optional ×

For each workstream, enter: workstream name, lead role, baseline budget (£), and any notes.

Workstreams defined here drive the dropdown options in Sections 5 and 7. Adding or removing workstreams after actuals have been entered requires a review of the affected rows

Section 05: Actuals Entry

Enter actual costs recorded against each workstream for each delivery period. This is the core of Module 3's variance tracking.

Add one row per period/workstream/role combination using the "+ Add entry" button. For each row:

- Period: the delivery period this entry relates to (for example, Month 1, Q1, or a specific date)
- Workstream: select from the workstreams defined in Section 04
- Role tier: select from the rate deck in Section 03
- Hours: hours worked in this period for this tier on this workstream
- Rate (£/hr): auto-populates from the rate deck; editable if the rate differs
- Actual cost (£): auto-calculates from hours x rate; editable directly if needed
- Notes: any context relevant to this entry

The totals bar below the table shows total actual cost to date and a per-workstream breakdown.

Section 06: TUPE Ongoing Obligations

This section tracks TUPE-related activity through the delivery phase. The upper panel shows the TUPE position inherited from Module 2 (read-only); the lower section captures delivery-phase updates.

Position inherited from Module 2 (read-only)

Displays: TUPE applicable, number of staff transferring, incumbent organisation, harmonisation status at mobilisation, pension status at mobilisation, and unquantified items. This panel cannot be edited here.

Delivery-phase tracking

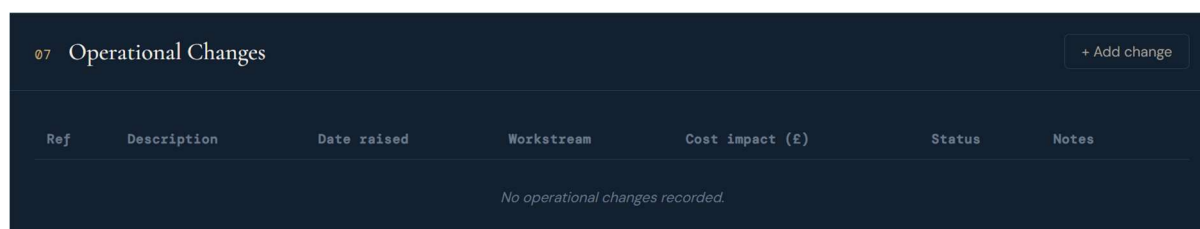
- Harmonisation costs: planned (£) and actual to date (£)
- Pension obligation status: Known, Partially known, or Unknown
- Pension actual costs to date (£)
- Ongoing HR costs to date (£): for example, case management or legal support
- TUPE resolution notes: a summary of the current position and any outstanding actions

Outstanding unresolved items

Add one row per item that remains unresolved. For each: item description, owner, and target resolution date. Items tracked here feed into the Stage 3 AI analysis and the Stage 4 dashboard.

Section 07: Operational Changes

Record any changes since the baseline was set that have a material cost impact: scope changes, rate revisions, staffing adjustments, or other variations.



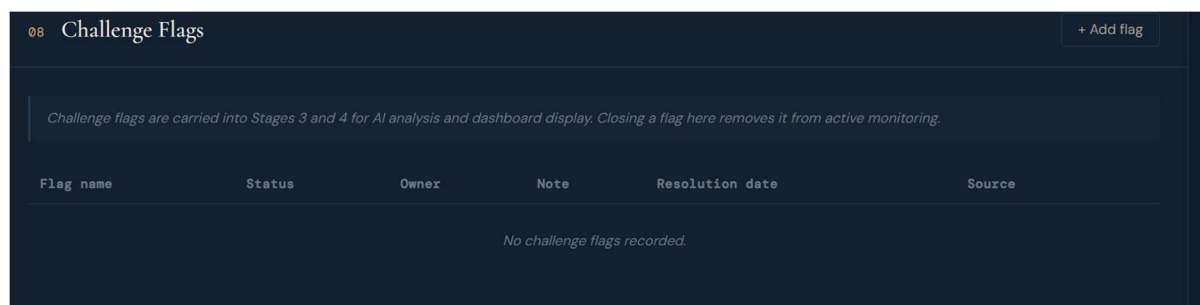
Ref	Description	Date raised	Workstream	Cost impact (£)	Status	Notes
No operational changes recorded.						

For each change, record: a reference, description, date raised, workstream, cost impact (£), status, and notes.

The totals bar shows approved change impact and pending impact separately. Changes with an approved status are included in the variance analysis in Stage 2; pending changes are flagged separately.

Section 08: Challenge Flags

Record any delivery risks or emerging concerns that need active monitoring. Flags entered here are carried into the Stage 3 AI analysis and the Stage 4 dashboard.



Flag name	Status	Owner	Note	Resolution date	Source
No challenge flags recorded.					

For each flag, enter: flag name, status, owner, note, resolution date (if known), and source (for example, inherited from Module 2, or raised in delivery).

Flag status options:

- Active: issue identified and under active management
- Escalated: issue that has been escalated and requires senior attention
- Closed: issue resolved

Closing a flag here removes it from active monitoring in Stages 3 and 4.

Proceeding to Stage 2

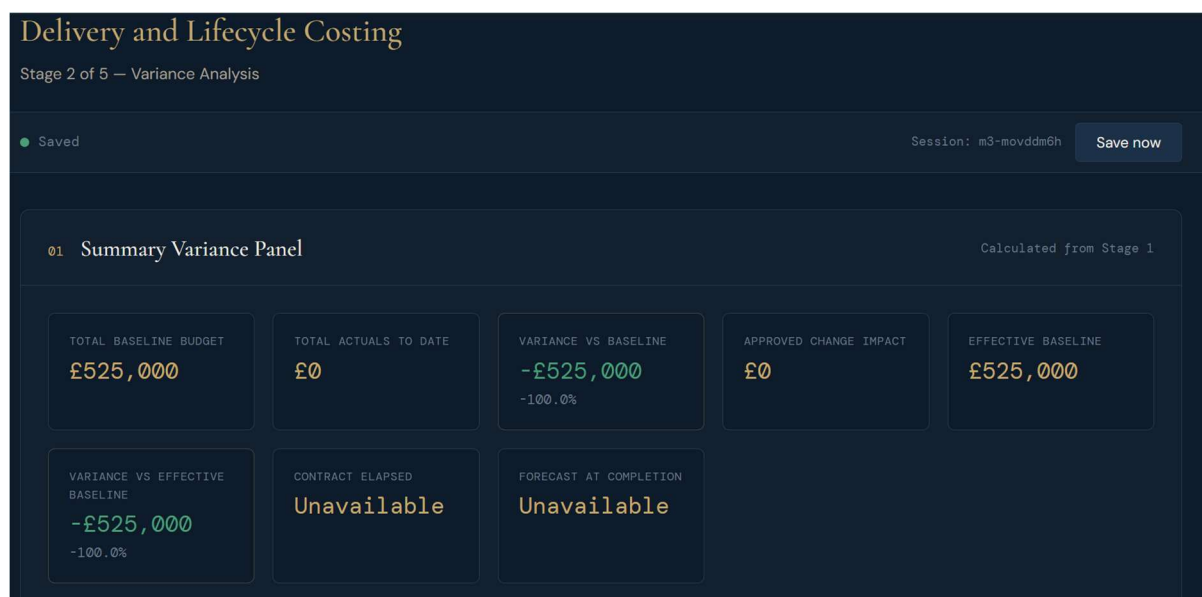
Complete Sections 01 and 04 as a minimum before proceeding. Press "Proceed to Stage 2" in the proceed bar at the bottom of the page. A validation message will appear if the minimum requirements are not met.

Stages 2 through 5

Stage	Name	Purpose
2	Variance Analysis	Actual vs baseline comparison by total, by workstream, and by role tier. Period burn chart. Cost driver analysis.
3	AI Analysis	Structured AI delivery review across six dimensions. Chat interface for follow-up questions.
4	Dashboard	Contract summary, cost performance bars, workstream variance, period burn chart, TUPE and changes summary, active flags, and AI summary pull-through.
5	Exports	Full report (.pdf), six-sheet workbook (.xlsx), and Module 4 handover file (.json).

Stage 2: Variance Analysis

Stage 2 calculates and displays the variance between actuals and the baseline across all dimensions. Review this stage before running the AI analysis; understanding the variance picture before the analysis runs produces more informed follow-up questions.



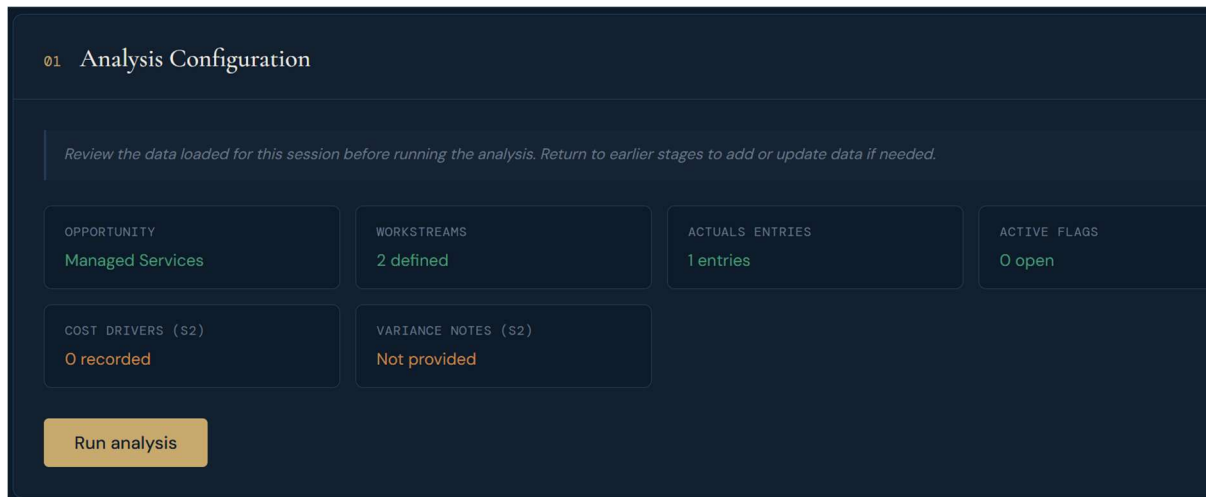
The stage shows:

- Actual vs baseline: total actual spend against total baseline across the tracked period
- Workstream variance: breakdown by workstream showing where variance is occurring and at what scale
- Role tier breakdown: variance by role tier across workstreams
- Period burn chart: spend per period plotted against the baseline trajectory
- Cost driver analysis: the primary factors contributing to variance

Stage 3: AI Analysis

Stage 3 runs a structured AI review of the delivery position. The analysis covers six dimensions:

Dimension	What it covers
Cost Performance	How actual spend tracks against the baseline
Strategic Lens Review	Whether the original strategic rationale still holds. Verdict: Yes, Partially, No, or Insufficient data
Variance Drivers	Primary cost drivers and emerging concerns
Challenge Flag Review	Assessment of each active flag with recommended action
Intervention Recommendations	Prioritised recommendations: High, Medium, or Low
Overall Assessment	Summary and management attention areas



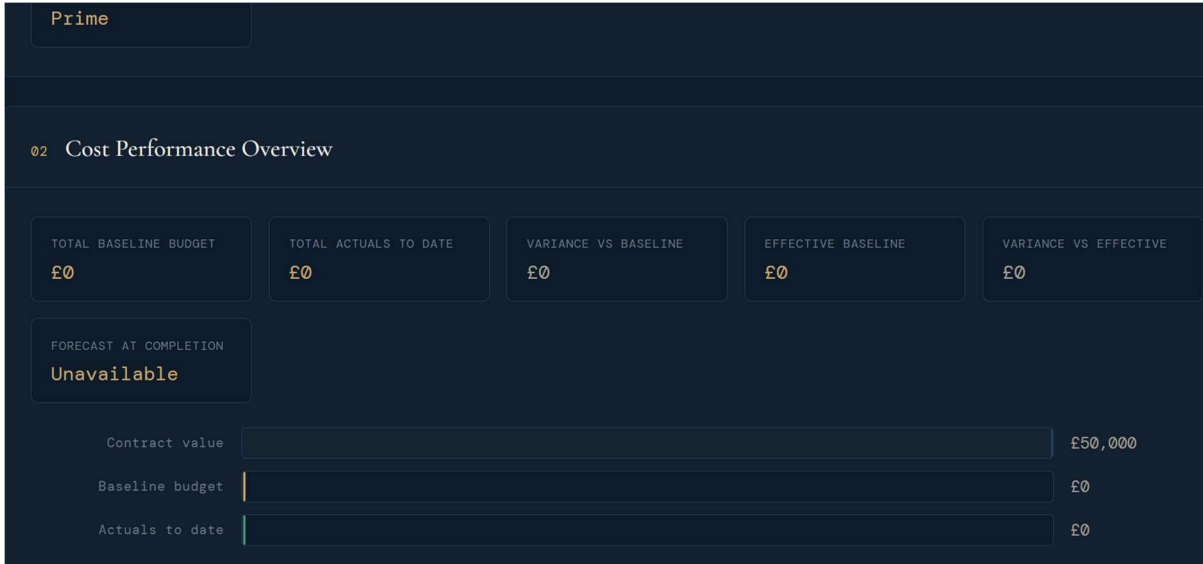
Press "Run Analysis" to start. The chat interface below the output lets you explore specific dimensions or ask follow-up questions.



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

Stage 4: Dashboard

Stage 4 presents the delivery position in a consolidated visual dashboard for management review or stakeholder reporting.



The dashboard includes:

- Contract summary: key contract parameters and current status
- Cost performance bars: actual vs baseline by category
- Workstream variance bars: per-workstream variance at a glance
- Period burn chart: spend trajectory plotted against baseline
- TUPE and operational changes summary: confirmed and pending impacts
- Active flags: all open challenge flags with status and owner
- AI summary: the Overall Assessment dimension pulled through from Stage 3

Stage 5: Exports

Three export options are available:

Export	Format	Contents
Full report	.pdf	Complete delivery and lifecycle cost report covering all stages
Cost workbook	.xlsx	Six-sheet workbook covering contract overview, baseline, actuals, variance, changes, and flags
Module 4 handover	.json	Structured handover file for future lifecycle continuation

Generate the Module 4 handover file at each update so you always have a current handover available. The file captures the delivery state as it stands at the point of export.

Tips

- Update Module 3 regularly. The variance analysis is most useful when actuals are current; stale data makes the AI analysis less reliable.
- Review Stage 2 before running Stage 3. Understanding the variance picture before the AI analysis produces more focused challenge and more useful follow-up questions.
- The period burn chart in Stage 2 is the earliest indicator of trajectory change. Review it before other variance outputs; it is often the first place an emerging issue becomes visible.
- Operational changes in Section 07 affect the variance calculation. Record changes promptly so the analysis reflects the current approved scope rather than the original baseline.
- Closing challenge flags in Section 08 removes them from active monitoring in Stages 3 and 4. Only close a flag when the underlying issue is genuinely resolved.
- Save your session regularly. Module 3 saves on a debounce delay; save manually before closing the browser.