Commercial Continuous Improvement Assessment Framework (CCIAF) tool

<u>User Guide</u>

<u>Version 5.0</u>   **<u>16/10/2024</u>**

Index

All pages are hyperlinked from the index, to quickly find the right section. Page numbers are also in the top right corner.

User Guide for the CCIAF Online Scoring Tool

Welcome to the guide for the CCIAF online scoring tool. This tool helps improve work across the government and the public sector. It allows for quick logging of assessments and peer reviews..

This tool is designed to help drive improvement across the Government Commercial Function (GCF) and wider public sector.

How This Guide Helps You
This guide offers tips and advice to help you get the most from the tool.

Key Benefits of Using This Tool
- The tool automates the entire process, replacing the need for spreadsheets.
- Easy registration for all users.
- Step-by-step guidance is provided.
- Quick data input and automated reporting.

Peer Review Process
- The tool simplifies the method of peer review for assessors.
- Secure permissions give you access to different thematic areas.
- A fully-contained peer review process, complete with an in-tool document library.

What can the user guide do for you?

This guide is designed to show a user how to:

- Register to use the Online Scoring Tool

- Manage users

- Updating cover sheet

- Navigate the site

- Add supporting evidence for an assessment

- Safely store sensitive information

- Log essential items in the document library

- Conduct a peer review

- Download a summary of your CCIAF Assessment

How to Register for the CCIAF Online Scoring Tool

If you're new to the tool, there are two ways to register:
1. Visit the CCIAF homepage and click on 'Register.'
2. Email the Government Commercial Function for a registration link.

Requesting Access to the Tool

- In the 'Your Organisation' field, pick your organisation's name from the list if it's already registered.
- If your organisation isn't listed, choose 'My organisation isn't listed' and then select your organisation type from the options.

Organisation

My organisation isn't listed.

Your organisation type

○ Central Government Department

○ Arms length body

○ Local Authority

○ NHS organisation

○ Police or other emergency service

○ Commissioning body

○ Other

How to Choose a Parent Organisation and Complete Registration

1. Look for your parent organisation's name in the dropdown. If it's there, select it.
2. If you can't find your parent organisation, choose 'My parent organisation isn't listed' and type its name in the box provided.

Your registration will go to the team in charge. It may take up to two working days to process. For any questions or issues with signing in, email cciafsupport@cabinetoffice.gov.uk.

Parent department

Leave this blank if your organisation does not have a parent department.

My parent organisation isn't listed.

Parent department name

Your organisation name

Password

Confirm your password

By signing up, you are on behalf of your department agreeing to the terms of service set out in the Commercial Standards Data Sharing Agreement and the Privacy Notice.

I accept the above terms of service

Submit access request

What Happens After Registration

Once you finish registering, you'll see a confirmation page and get a confirmation email.

GCG0237

Your request to register has been submitted.

What happens next

You will receive an email asking you to verify your email address. Following this, if your organisation already has an assigned lead assessor, they will be able to approve you, otherwise the Government Commercial Function will review your request to register your organisation.

Checking for Verification Emails

Be aware that some department spam filters may direct verification emails to your spam folder. If you don't receive a verification email, email cciafsupport@cabinetoffice.gov.uk.for manual email verification.

Managing additional users

Once the lead user is registered they can add new users onto the tool.

To assign users to an assessment your organisation needs to have started an assessment.

Click '**Assessments'**

- If you haven't started your current assessment, you will need to click **'create assessment'**
- If you have already started the assessment then open your **current assessment**

			OFFICIAL - SENSITIVE
Government Commercial Function	**Assess your organisation's commercial maturity**		
	Assessments External peer reviews CI plans Help Sign out		

Beta   This is a new service. Help us improve it and give your feedback (opens in new tab).

Assessments

Important
Fully completed and peer reviewed self assessment are to be returned by the final submission closing date

Current assessments

Name	Completed criteria	Status	Rebaselining assessment
Alex Test Org - October 2024	6 of 254	In progress	Create

Previous assessments

Name	Date	Score
Alex Test Org - October 2024	05/10/2024	57%
Rebaselining Alex Test Org - October 2024	06/10/2024	58%

1   Showing **1** to **2** of **2** results

Click **Manage users** near the bottom of your Assessment Overview.

Here you can view all the users who have access to the tool.

To add a new user click the green button **'add new user'.**

Manage users

To manage a specific user, select the name of the user to be taken to the 'Manage single user' page for that user.

User access settings

◯ Users must be assigned to a theme to view or edit it   ⦿ Users can view and edit all themes

Save changes

User list

Name	Job title	Working on theme(s):	Role	Status	Action
AlexAdmin Mc	AlexOrgAdmin		Admin	Active	Change
AlexEditor Mc	AlexOrgEditor		Editor	Active	Change
AlexLead Mc	AlexOrgLead		Lead	Active	Change
MaxAudit Bull	AlexOrgAudit		Lead	Active	Change
TestingAddNewUser Test	Test				Change

Add new user   Back to assessment overview

You can select what permissions you want the users to have. There are three types of user:

- **Leads** are the assessment owners and are assigned by the CCIAF team. They are responsible for submitting completed assessments.
- **Admins** can assign users to themes and edit themes
- **Editors** can edit themes

When creating a new user, you are given the option to assign them to Themes. Once the lead user creates a new user, the user will be validated and they will receive an email and will be given access to log in to the CCIAF tool.

Create a new user

User details

Assessment role

○ Admin
The user can edit any theme, assign themes to others, and add and approve users.

○ Editor
The user can view and edit the specific themes they have been assigned.

First name

Last name

Email address
This is their work email address

Job title

Which themes should this user be assigned to?

Select all that apply.

☐ 1. Commercial Strategy, Planning and Governance

☐ 2. Commercial Capability and Resourcing

☐ 3. Commercial Lifecycle Define: pre-procurement

☐ 4. Commercial Lifecycle Procure: procurement and contracting

☐ 5. Commercial Lifecycle Manage: contract management

☐ 6. Managing categories, markets, supplier relationships and working with partners

☐ 7. Commercial systems, reporting and information

☐ 8. Policy

[Create new user] [Back to manage users]

Manage users - editing permissions and access to the tool

The default setting for an assessment is that all users can view and edit all Themes.
If you want your editors to only see Themes that are assigned to them, then you can select 'Users must be assigned to a theme to view or edit it' and save changes in the User Access Settings.

Lead and admin users can edit an individual user's access to the tool by clicking on their 'Change' link. From there you can update the users permissions or deactivate them so they can no longer access the tool

Lead and admin users can assign users to specific themes. For example, If you only want the user to be able to view and edit Theme 1, then tick Theme 1 in their Manage User page. All the other themes will be inaccessible to that user.

Manage users

To manage a specific user, select the name of the user to be taken to the 'Manage single user' page for that user.

User access settings

( ) Users must be assigned to a theme to view or edit it   (●) Users can view and edit all themes

Save changes

User list

Name	Job title	Working on theme(s):	Role	Status	Action
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AlexEditor Mc	AlexOrgEditor		Editor	Active	Change
AlexLead Mc	AlexOrgLead		Lead	Active	Change
MaxAudit Bull	AlexOrgAudit		Lead	Active	Change
TestingAddNewUser Test	Test				Change

Add new user   Back to assessment overview

Resetting passwords

Enter your email address - you will then receive a link to set a new password.

Enter your email address and password and press **'Sign in'** If your email address is not recognised, contact your lead user.

Sign in

Assess your organisation's commercial maturity

Home   **Sign in / Register**

Beta   This is a new service. Help us improve it and give your feedback (opens in new tab).

‹ Back

Sign in to access your organisation's commercial maturity

Your email address

Your password

Sign in   OR   Register

Forgotten your password

Cover sheet

You need to complete the cover sheet for your assessment. The cover sheet shows a summary of your individual assessment

- The organisation being assessed
- Number of staff
- Its commercial spend
- The desired attainment level for each theme
- The assessments approver details

Here you can also submit any special requests you have for peer reviewers. The Commercial Standards Team will take this into account when assigning your organisation a peer reviewer.

Cover sheet

The Commercial Continuous Improvement Assessment Framework (CCIAF) tool can be used by any public sector organisation which wants to benchmark its commercial maturity against other public sector organisations.

Organisation   Change

Internal reference identifier If your organisation wishes to name your Assessment using an internal naming convention	No internal reference number supplied.
Organisation type	Central Government
Parent department	—
Number of staff This number should be the total number of Commercial (Procurement) Staff and Contract Managers in your organisation	10
Organisation overview	Overview text here

Target ratings   Change

Theme 1: Commercial Strategy, Planning and Governance

Current rating	In development (21%)
Target rating	No rating specified

Theme 2: Commercial Capability and Resourcing

Current rating	In development (0%)
Target rating	No rating specified

Completing your assessment

When you are ready to start completing the assessment, click into the **Assessment overview page.**

You can complete the assessment in any order.

Depending on how your organisation and the peer reviewing organisation wants to work, you can submit practice areas to peer review, or you may want to complete the whole assessment first before submitting for peer review.

You have to complete all 8 themes and they all have to have been peer reviewed before submitting the assessment to the Cabinet Office

Assessments > Assessment overview

<div align="right">

Print summary | Export to Excel

</div>

Assessment overview

CCIAF reference: A00580 | Cohort: N/A | Your organisation: Unrelated Org

Before you start

Cover sheet	Not started

Manage document library

Document library	

Theme 1: Commercial Strategy, Planning and Governance — Not started

Current rating: **In development (0%)**   Target rating: Change in cover sheet

1.1. Overall commercial strategy and plan	Not started
1.2. Commercial pipeline and planning	Not started
1.3. Commercial governance and management framework	Not started
1.4. Commercial leadership and senior ownership	Not started

Theme 2: Commercial Capability and Resourcing — Not started

Current rating: **In development (0%)**   Target rating: Change in cover sheet

2.1. Improving commercial capability	Not started
2.2. Commercial resourcing and operating model	Not started
2.3. Contract management competency	Not started

Within each theme you can quickly see the status of each practice area inside it.

The current rating is the score that you have achieved in your self assessment so far. This will update when you add more attainment levels into the Theme.

You must select a 'desired rating' on the cover sheet so that comparisons can be made between the desired and achieved rating.

Assessment overview

CCIAF reference: A00580 | Cohort: N/A | Your organisation: Unrelated Org

Before you start

Cover sheet	In progress

Manage document library

Document library	

Theme 1: Commercial Strategy, Planning and Governance	In progress

Current rating: **Good (50%)**	Target rating: **In development**
1.1. Overall commercial strategy and plan Last updated on 14 October 2024 at 3:56pm	Submitted for peer review
1.2. Commercial pipeline and planning Last updated on 14 October 2024 at 3:57pm	Ready for peer review
1.3. Commercial governance and management framework Last updated on 14 October 2024 at 3:57pm	In progress
1.4. Commercial leadership and senior ownership	Not started

The CCIAF team will determine whether your organisation will be submitting a practice area for review as part of your assessment. If you do not need to submit a practice area, then a message will be displayed at the top of the practice area.

Criteria status

You can see the status of criteria within each practice area:
1. Not started - no attainment level has been set or supporting evidence attached
2. In progress - attainment level has been set
3. Internal checks - the user completing the criteria has marked it ready for internal checks. This is so the Assessment lead can review before it is readied for peer review. This is optional, you do not need to mark a criteria as ready for internal checks for it to be able to be sent to be readied for peer review
4. Ready for peer review - the criteria and supporting evidence are ready to be submitted to peer review. All criteria in a practice area must be ready for peer review before the practice area can be submitted.
5. Submitted for peer review - the practice area and any supporting evidence has been submitted to the peer reviewer. Documents will be viewable by the peer reviewer if their status has been set to 'published'.
6. Peer review query - the peer reviewer has requested more information / clarification
7. Peer review complete - the peer reviewer has now finished completing the peer review for a criteria

You can also see the status of each criteria in the top right corner of the Criteria's page.

Theme 1: Commercial Strategy, Planning and Governance

1.4 Commercial leadership and senior ownership

Practice Area Score: 55%

You must set an attainment level for each criteria and add any relevant supporting evidence.

You can upload multiple documents by attaching documents within the criteria or within the document library.

When submitting any criteria to peer review, you need to set each document status to 'published' for the peer reviewer to be able to view the document. You can change the status of documents within the document library.

Only when all criteria are marked as ready for peer review can you submit the practice area for peer review.

Criteria	Status	Rating of criteria
Criteria 1.4.1 Last updated on 14 October 2024 at 4:03pm	In progress	Good
Criteria 1.4.2 Last updated on 14 October 2024 at 4:03pm	Internal checks	Good
Criteria 1.4.3 Last updated on 14 October 2024 at 4:03pm	Ready to submit for peer review	Good

Supporting evidence

For each criteria you need to:

i) select an attainment level in the dropdown box

ii) add supporting commentary to say what you are doing to meet the criteria

ii) attach any supporting documents and / or links

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Assess your organisation's commercial maturity

Government Commercial Function

Assessments   External peer reviews   CI plans   Help   Sign out

Beta   This is a new service. Help us improve it and give your feedback (opens in new tab).

Assessments > Assessment overview > Practice Area 4.1 > Criteria 4.1.1

Theme 4: Commercial Lifecycle Procure: procurement and contracting

4.1 Applying effective contract terms

Criteria 4.1.1

Criteria 4.1.1   Not started

Where there is an industry standard or model forms of contracts (including short forms) available, maintained and utilised

[--None-- ▾]   ☐ Submit for internal checks

Supporting evidence

Summary of supporting evidence

Enter a minimum of 20 characters

[Attach a document]   [Attach a link]   or   [Attach from Document Library]

[Save and continue]   [Save and return]   [Ready for peer review]

Attaching multiple documents to multiple criteria

You can upload documents in two ways.

i) You can upload documents within the document library and attach them to the relevant criteria
ii) you can attach documents within the criteria underneath the supporting commentary box

Uploading documents in the document library

Click 'add new document'

You can either upload files to the service, or attach a link to your document.

When uploading a file, click 'Choose files' to open up a box where you can select multiple documents by holding down the ctrl key on your keyboard.

When attaching a link, please provide the full URL to the file you wish to attach.

If you are attaching a single document, then you will be given the option to supply a title for it.
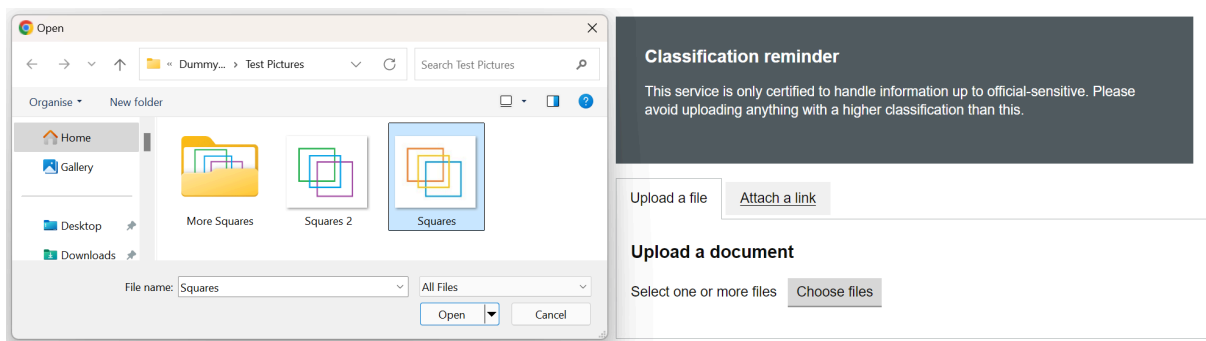
You can attach these documents to multiple criteria where it is relevant.

Upload a file	Attach a link

Upload a document

Select one or more files   Choose files

Attach document to Practice Area and/or Criteria

This section allows you to attach this document to single or multiple Practice Areas and Criteria.

⌃Theme 1: Commercial Strategy, Planning and Governance

⌃1.1. Overall commercial strategy and plan

  ☐ Select all

  ☐ Criteria 1.1.1

  ☐ Criteria 1.1.2

  ☐ Criteria 1.1.3

  ☐ Criteria 1.1.4

  ☐ Criteria 1.1.5

⌄1.2. Commercial pipeline and planning

⌄1.3. Commercial governance and management framework

⌄1.4. Commercial leadership and senior ownership

⌄Theme 2: Commercial Capability and Resourcing

⌄Theme 3: Commercial Lifecycle Define: pre-procurement

⌄Theme 4: Commercial Lifecycle Procure: procurement and contracting

⌄Theme 5: Commercial Lifecycle Manage: contract management

⌄Theme 6: Managing categories, markets, supplier relationships and working with partners

⌄Theme 7: Commercial systems, reporting and information

⌄Theme 8: Policy

By default, documents you upload to the service are automatically set to being Published. This means that when the criteria is sent to the peer reviewer, they will be able to view the documents attached to it.

If you'd like the document to only be visible internally, and not be visible by peer reviewers, check the box to mark it as Unpublished instead.

Publish settings

By default the document will be **published and visible** in the assessment to everyone who has access, including external peer reviewers. To change this tick the following checkbox:

☐ Un-published - only visible internally

[Save document] [Cancel]

In order to upload any selected files you must click the save document button at the bottom of the section after selecting the relevant checkboxes for whatever Practice Area and Criteria the document applies to.

You can view all the documents that have been uploaded and check their status in the document library.

All documents you've uploaded will go into your personal document library. They will be visible to you, and will be visible to you and other users from the Criteria they are attached to.

To make these easier to find for other people in your organisation who have access to the tool, you will need to click 'share with your organisation' next to the documents, and then save this choice by clicking 'Update sharing settings'.

To quickly change the publishing status of the document, you can check the box in the 'Published for peer review' column and click 'Update sharing settings'.

| Personal document library | Organisation document library |

Personal documents

Items in the personal document library are only visible to you, they will not be visible to others in your organisation. To make them visible to others in your organisation tick 'Share with your organisation'.

Date	File name	Type	Uploaded by	Referenced in criteria	Status	Published for peer review	Share with your organisation
14/10/2024	Unpublished Doc	PNG	Unrelated Bystander	1.1.1;	Un-published	☐	☐
14/10/2024	Published Doc	PNG	Unrelated Bystander	1.1.1;	Published	☑	☐

Showing **1** to **2** of **2** results

Update sharing settings

I want to upload multiple documents but they aren't all related to the same criteria - how do I do that?

You can upload documents in the same way above. Leave the 'Attach this document to a Practice Area and/or Criteria' blank.

The documents will be Published by default. If you wish for them to be only visible internally, then select the Unpublished option. Click save changes and you will see the documents that have been uploaded. The 'referenced in criteria' column will be blank.

You can assign them to criteria later by clicking on the file name. This will take you to the 'manage single document' page where you can attach it to multiple criteria.

<u>Uploading documents within the criteria</u>

You may prefer to upload documents within the criteria as and when you are completing them.

Click either 'Attach a document' or 'Attach a link' on the criteria page. Documents attached in this way will be attached to the chosen criteria automatically.

Assessments > Assessment overview > Practice Area 1.1 > Criteria 1.1.1 > Attach a document

Theme 1: Commercial Strategy, Planning and Governance

1.1 Overall commercial strategy and plan

Criteria 1.1.1

Classification reminder

This service is only certified to handle information up to official-sensitive. Please avoid uploading anything with a higher classification than this.

Attach a document

Select one or more files   [Choose files]   [Select from document library]

Publish settings

By default the document will be **published and visible** in the assessment to everyone who has access, including external peer reviewers. To change this tick the following checkbox:

☐ Un-published - only visible internally

[Save document] [Cancel]

The Save document button will return you to the Criteria page after the file is uploaded.

If you wish for this document to be attached to more than just the chosen criteria, you can visit the document library later and attach it to more criteria from there.

You will be able to see all documents that have been attached to a criteria underneath the supporting evidence box.

Criteria 1.1.1

The organisation has a documented overall commercial strategy, development plan, resource plan and, where applicable, a blueprint (these may be combined or separate documents, but should be integrated within an overall strategy)

| Fully meeting ⌄ | ✔ Submit for internal checks

Supporting evidence

Summary of supporting evidence

| Summary of supporting evidence |

Enter a minimum of 20 characters

Documents attached

Published Doc   Published   Remove

If you wish to quickly remove a document from the criteria, you can click the remove button for that document. **This will not remove the document from the service - it will only detach it from the criteria.**

Removing a document

To remove a document you need to click the file name link. You can find this link in the document library, or on a criteria the document is attached to.

	Date	File name	Type	Uploaded by	Referenced in criteria	Status	Published for peer review	Share with your organisation
	14/10/2024	Unpublished Doc	PNG	Unrelated Bystander	1.1.1;	Un-published	☐	☐
	14/10/2024	Published Doc	PNG	Unrelated Bystander	1.1.1;	Published	☑	☐

Personal document library | Organisation document library

Personal documents

Items in the personal document library are only visible to you, they will not be visible to others in your organisation. To make them visible to others in your organisation tick 'Share with your organisation'.

Showing **1** to **2** of **2** results

Update sharing settings

This will open up the 'manage single document' page. At the bottom you can click remove document to remove the it from the service.

Manage where the document is referenced

This lists all the criteria where the document is attached.

Remove the document form a single criteria or multiple criteria by unchecking the tick box(es) next to the criteria number and clicking the save at the bottom of the page.

⌄ **Theme 1. Commercial Strategy, Planning and Governance**

⌄ **Theme 2. Commercial Capability and Resourcing**

⌄ **Theme 3. Commercial Lifecycle Define: pre-procurement**

⌄ **Theme 4. Commercial Lifecycle Procure: procurement and contracting**

⌄ **Theme 5. Commercial Lifecycle Manage: contract management**

⌄ **Theme 6. Managing categories, markets, supplier relationships and working with partners**

⌄ **Theme 7. Commercial systems, reporting and information**

⌄ **Theme 8. Policy**

Save changes   Return to document library   Remove document

Submitting to peer review

Once all Criteria in a Practice Area are ready for peer review, you can submit the Practice Area to the peer reviewers. You can do this by clicking 'Submit to peer review' on the Practice area page.
This button will only be available if all Criteria in the Practice area are ready for peer review.

1.2 Commercial pipeline and planning

Practice Area Score: 100%

You must set an attainment level for each criteria and add any relevant supporting evidence.

You can upload multiple documents by attaching documents within the criteria or within the document library.

When submitting any criteria to peer review, you need to set each document status to 'published' for the peer reviewer to be able to view the document. You can change the status of documents within the document library.

Only when all criteria are marked as ready for peer review can you submit the practice area for peer review.

Criteria	Status	Rating of criteria
Criteria 1.2.1 Last updated on 14 October 2024 at 3:56pm	Ready to submit for peer review	Good
Criteria 1.2.2 Last updated on 14 October 2024 at 3:56pm	Ready to submit for peer review	Good
Criteria 1.2.3 Last updated on 14 October 2024 at 3:56pm	Ready to submit for peer review	Good
Criteria 1.2.4 Last updated on 14 October 2024 at 3:56pm	Ready to submit for peer review	Better
Criteria 1.2.5 Last updated on 14 October 2024 at 3:57pm	Ready to submit for peer review	Better
Criteria 1.2.6 Last updated on 14 October 2024 at 3:56pm	Ready to submit for peer review	Best
Criteria 1.2.7 Last updated on 14 October 2024 at 3:57pm	Ready to submit for peer review	Best

Submit for peer review   Back to assessment overview

You will notice that the practice area status will change to 'submitted for peer review'.

The peer reviewer will be able to view these criteria, the attainment levels, the supporting evidences and any documents and links you have attached. In order for the peer reviewer to see the documents they will need to be set to 'published'.

You can also wait to submit to the peer reviewer after you have completed the whole assessment depending on how you decide to work with the peer reviewing organisation.

Peer review Query

If the peer reviewer has queried for more information you can access this via the peer review query page. You can find this near the top of your assessment overview if there's at least one query. You can action them by clicking on the link which will take you to the criteria that has been queried.

Peer review queries

Below is a list of Indicators that have been peer reviewed and queried. Please review and action as appropriate.
You can access the Indicator by clicking on the Criteria link. This will open in a new tab.

Criteria 1.1.1   Attainment level: Partially meeting

The organisation has a documented overall commercial strategy, development plan, resource plan and, where applicable, a blueprint (these may be combined or separate documents, but should be integrated within an overall strategy)

Peer review query
Query goes here

The status of both the practice area and criteria will also change to 'peer review query' until the query is resolved.

Theme 1: Commercial Strategy, Planning and Governance   In progress

                                                                                          Not Included in CI plan

Current rating: **Good (50%)**   Target rating: Change in cover sheet

1.1. Overall commercial strategy and plan   Peer review query
Last updated on 14 October 2024 at 4:45pm   0 / 5 Included in CI plan

Criteria	Peer review status	Status	Rating of criteria
Criteria 1.1.1 Last updated on 14 October 2024 at 4:45pm	Peer review query	Peer review query Not Included in CI plan	Good

Internal governance

You need to decide internally whether you agree with the peer reviewers score or not.

If the peer reviewer's score is different to your self assessing score and you agree with it then you need to go back and update your attainment score within the criteria.

Submitting the Assessment to the Cabinet Office

Once you have completed your internal governance you can submit to the cabinet office.

Once the peer review has been completed you will be able to submit the assessment to the Cabinet Office.
Note: You will only be able to check the final sign off box once the peer review is complete. If any criteria remains in a peer review query or has not yet been peer reviewed you will not be able to complete the final submission to the Cabinet Office.

Submit assessment

The 'Final sign off' can only be ticked by the lead user for an organisation and is the last check before the completed version of the assessment is sent to the Cabinet Office.

☐ **Final sign off:** Confirm this assessment is finalised and ready for submission to Cabinet Office

[Submit your assessment] [Back to assessments]

You will receive a confirmation of your submission via email.

Assessments > Assessment overview > Assessment complete

Assessment complete

Your reference number
A00580

Your assessment has been submitted to the Cabinet Office.

What happens next

You can now complete your Continuous Improvement (CI) plan.

What did you think of this service?

Conducting a peer review

A peer review can take place when the self assessing organisation has submitted to peer review (either at practice area level or the whole assessment).

The assessment lead will be notified via email which organisation your organisation will be peer reviewing approximately 2 weeks after the self assessment has launched.

When clicking on the 'external peer review' tab you can click on the organisation link. You will be able to view any practice areas the organisation has submitted to peer review.

You will not receive email notifications when every practice area is submitted due the amount of emails you would receive. The assessment lead will receive an email once the whole assessment has been completed. However we recommend that the peer reviewer checks the assessment at least once a week to review any criteria that has been sent to peer review.

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Government Commercial Function

Assess your organisation's commercial maturity

Assessments   **External peer reviews**   CI plans   Help   Sign out

Beta   This is a new service. Help us improve it and give your feedback (opens in new tab).

External peer reviews

Current peer reviews

Organisation	Completed criteria	Status
Max Test Org - September 2024	9 of 23	In progress

You can view the organisation's assessment in the overview page. Here you can click into the practice areas that have been submitted. Any supporting evidence and links will be attached to the criteria to which they support.

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Government Commercial Function

Assess your organisation's commercial maturity

Assessments   External peer reviews   CI plans   Help   Sign out

Beta   This is a new service. Help us improve it and give your feedback (opens in new tab).

Important

You are viewing another organisations assessment.

External peer reviews > Peer review overview

Peer review overview

CCIAF reference: A00570 | Cohort: N/A | Organisation: Max Test Org

Before you start

Cover sheet

Peer review

Peer review queries

Theme 1: Commercial Strategy, Planning and Governance   In progress

Current rating: **In development (40%)**   Target rating: **Better**

1.1. Overall commercial strategy and plan
Last updated on 20 September 2024 at 2:09pm

In progress
4 / 5 criteria reviewed
Changed since last assessment

1.2. Commercial pipeline and planning
Last updated on 24 September 2024 at 9:54am

In progress
5 / 7 criteria reviewed
Changed since last assessment

1.3. Commercial governance and management framework
Last updated on 24 September 2024 at 11:42am

Not started
0 / 11 criteria reviewed
Changed since last assessment

Back to external peer reviews

Please note that if the department you're peer reviewing has updated either the attainment level or the summary of evidence for a criteria since their last assessment, there will be an orange 'Changed since last assessment' tag on those criteria.

As a peer reviewer you can either agree with the attainment level, disagree and suggest a different attainment level, or query for more information.

The Criteria status will only change to 'Complete' when you select 'yes' or 'no' to the question 'Has the organisation met the attainment level selected?'. **If you select 'no' you need to input your suggested attainment level into the 'revised attainment level' box and put a comment in the peer review comment box.**

Once the self assessing organisation has actioned a peer review query you will need to state 'yes' or 'no' to this question in order to complete the peer review for that criteria.

Important

You are viewing another organisations assessment.

External peer reviews > Peer review assessment overview > Practice Area 1.1 > Criteria 1.1.1

Theme 1: Commercial Strategy, Planning and Governance

1.1 Overall commercial strategy and plan

Criteria 1.1.1

Criteria 1.1.1   Peer review: Fully meeting → Partially meeting

The organisation has a documented overall commercial strategy, development plan, resource plan and, where applicable, a blueprint (these may be combined or separate documents, but should be integrated within an overall strategy)

Attainment level: **Fully meeting**

Summary of supporting evidence

Summary of supporting evidence from the department appears here

Peer review

Has the organisation met the attainment level selected?

○ Yes, I agree with the attainment level

● No, I would suggest the following attainment level

Select your revised attainment level

[Partially meeting ▾]

○ Query: Requires more information or clarification from the organisation

Peer review comment

Peer reviewers comments on the criteria are entered here

You can enter up to 3000 characters

[Save progress] [Cancel]

You can view all the peer review queries on the peer review queries page.

Peer review queries

Below is a list of Indicators that have been peer reviewed and queried. Please review and action as appropriate.
You can access the Indicator by clicking on the Criteria link. This will open in a new tab.

Criteria 1.1.1   Attainment level: Partially meeting

[The organisation has a documented overall commercial strategy, development plan, resource plan and, where applicable, a blueprint (these may be combined or separate documents, but should be integrated within an overall strategy)](#)

Peer review query
Query goes here

Continuous Improvement plan

Once you have Submitted the assessment you will be able to 'create a new CI plan'.

Click 'CI plans'. If you have completed a previous CI plan you can click the 'make a copy' link, this will populate the new CI plan with the information you populated in the previous one. You may want to do this if not much has changed.Once you have clicked 'make a copy' you will see a CI Plan in the 'Current Continuous Improvement Plans' list.

Alternatively you can click the 'Create new plan' green button. This will be a blank CI plan for you to populate.

The CI plan will have a deadline. Once this deadline has passed you will not be able to edit that version of the CI plan.

To populate the CI plan you need to add an improvement area by clicking the grey button 'add new improvement area'. You can then select which Practice Area and Criteria the improvement area is related to.

To add milestones to your CI Plan you will need to select the grey 'add new milestone' button within the improvement area.

Rebaselining

You will be asked to complete a rebaselining of your Assessment approximately 12 months after you completed your initial Self Assessment.

Rebaselining is an informal assessment. This means it will not be peer reviewed and it is not mandatory to supply supporting evidence.

Rebaselining is an opportunity for you to update any attainment scores you feel have been improved based on your continuous improvement efforts to see the impact it has on your organisation's score.

You **do not** need to update the attainment scores for all of the criteria. The criteria attainment scores in the rebaseling are automatically set to the score you assigned it within the initial self assessment, therefore if no improvements have been made you do not need to do anything.

Steps to complete your rebaseline
1. Check any criteria that you have mentioned in your CI plan (if you have completed one), they are highlighted with the blue tags "included in your CI plan"
2. Decide whether you need to update your attainment score based on any improvements made
3. Add any supporting evidence (commentary and documents) if you wish to do so. We recommend this as it will make it easier for you when you come to complete your next Self Assessment
4. Consider any other improvements you have made that may not have been mentioned in your CI plan and update the attainment level.
5. Once you have completed this you can submit your rebaseline to the Cabinet Office

When it is time to complete your rebaseline go to the 'Assessments' tab and click 'create rebaseline'.

Creating a rebaseline will not override your assessment.

OFFICIAL - SENSITIVE

Government Commercial Function

Assess your organisation's commercial maturity

Assessments   External peer reviews   CI plans   Help   Sign out

Beta   This is a new service. Help us improve it and give your feedback (opens in new tab).

Assessments

Important

Fully completed and peer reviewed self assessment are to be returned by the final submission closing date

Current assessments

Name	Completed criteria	Status	Rebaselining assessment
Dev Ltd - October 2024	254 of 254	Complete	Create

Once you have clicked 'create rebaseline' you will be taken to the rebaselining overview.

Your Overall Assessment score is the overall score for your current Assessment. The Rebaseline score will start at the same score, once you update your attainment levels and save your progress this will increase.

To quickly action the criteria that have been mentioned in the CI plan (if you have completed one) you can click into the Themes and Practice Areas that state 'included in CI plan'

OFFICIAL - SENSITIVE

Government Commercial Function

Assess your organisation's commercial maturity

Assessments   External peer reviews   CI plans   Help   Sign out

Beta | This is a new service. Help us improve it and give your feedback (opens in new tab).

Assessments > Rebaseline overview

Print summary

Rebaselining overview

CCIAF reference: A00572 | Cohort: 3B | Your organisation: Dev Ltd

Overall assessment rating:

Good 57%

Rating from Dev Ltd - September 2024 assessment.

Overall rebaseline rating:

Good 57%

Rating generated after rebaslining attainment selected.

Before you start

Cover sheet   Completed

Manage document library

Document library

Theme 1: Commercial Strategy, Planning and Governance   Included in CI plan

Current rating: **Good (50%)**   Rebaseline rating: **Good (50%)**   Target rating: **Best**

1.1. Overall commercial strategy and plan   2 / 5 Included in CI plan
Last updated on 01 October 2024 at 2:25pm

1.2. Commercial pipeline and planning   0 / 7 Included in CI plan
Last updated on 01 October 2024 at 3:46pm

1.3. Commercial governance and management framework   0 / 11 Included in CI plan
Last updated on 01 October 2024 at 11:54am

1.4. Commercial leadership and senior ownership   0 / 9 Included in CI plan
Last updated on 01 October 2024 at 11:54am

You can update your attainment score in the rebaseline attainment box. After clicking save you will notice your overall rebaseline score increase.

You can see the original assessment attainment score as well as the supporting evidence provided. You can't amend or change this.

You can provide new supporting evidence for your rebaseline in the 'rebaselining evidence' textbox. Providing supporting evidence for your rebaselining is not mandatory but is recommended.

Assessments > Rebaseline overview > Practice Area 1.1 > Criteria 1.1.1

Theme 1: Commercial Strategy, Planning and Governance

1.1 Overall commercial strategy and plan

Criteria 1.1.1

Criteria 1.1.1   Rebaseline status: Included in CI plan

The organisation has a documented overall commercial strategy, development plan, resource plan and, where applicable, a blueprint (these may be combined or separate documents, but should be integrated within an overall strategy)

Original attainment level: **Partially meeting**

CI plan: CIP_00000177 - 09/03/2024 (opens in new tab)

Partially meeting ⌄

Supporting evidence

Summary of supporting evidence

> Original Summary of Supporting Evidence goes here

Documents attached

Rebaseline evidence

Summary of rebaselining evidence:

Enter a minimum of 20 characters

Rebaseline documents

BANK_apr_22 (1)	Un-published	Remove
Free_Test_Data_100KB_PDF	Published	Remove
350KB	Un-published	Remove
Free_Test_Data_117KB_JPG	Un-published	Remove

Attach a document   Attach a link   or   Attach from Document Library

To Attach documents you can follow the same instructions in the 'Attaching multiple documents to multiple criteria' section above.

Once your organisation has completed the rebaseline you can submit this to the Cabinet Office. Only the CCIAF organisation Assessment Lead should submit this to the Cabinet. At the bottom of the rebaseline overview you can click the green 'submit your rebaseline' button.

Submit rebaseline

Only the lead user for an organisation can submit a rebaseline and is the last check before finalising your rebaseline.

Submit your rebaseline   Back to assessments

You will receive a confirmation page that notifies you that you have submitted the rebaseline. You will be able to continue with your next round of continuous improvements.

Assessments > Rebaseline overview > Rebaseline complete

Rebaseline for the assessment has been completed

Your reference number
A00574

Your rebaseline assessment has been submitted to the Cabinet Office.

What happens next

You can now complete your Continuous Improvement (CI) plan.

What did you think of this service?

Rebaselining - NHS

NHS organisations complete two rebaselines.

When the second rebaseline period opens you will see an 'update rebaseline' button next to your rebaseline assessment.

Creating a second rebaseline will not override your assessment or your previous rebaseline.

After clicking 'update' rebaseline you will be taken to the rebaseline overview. You will be able to see your Assessment score, your initial rebaseline score and your overall rebaseline score. As you update your attainment scores and save your progress you will notice the overall rebaseline score increase.

You do not need to update all the criteria in your rebaseline. You only need to update the criteria your organisation has made improvements on.

Assessments > Rebaseline overview

Rebaselining overview

CCIAF reference: A00580 | Cohort: N/A | Your organisation: Unrelated Org

Overall assessment rating:	Initial rebasline rating:	Overall rebaseline rating:
Good 57%	**Good 57%**	**Good 57%**
Rating from Unrelated Org - October 2024 assessment.	Rating from your first rebaseline - October 2024.	Rating generated after rebaslining attainment selected.

Before you start

Cover sheet   Completed

Manage document library

Document library

Theme 1: Commercial Strategy, Planning and Governance   Included in CI plan

Current rating: **Good (50%)**   Rebaseline rating: **Good (50%)**   Target rating: **Good**

1.1. Overall commercial strategy and plan   1 / 5 Included in CI plan
Last updated on 16 October 2024 at 1:17pm

1.2. Commercial pipeline and planning   0 / 7 Included in CI plan
Last updated on 16 October 2024 at 1:17pm

1.3. Commercial governance and management framework   0 / 11 Included in CI plan
Last updated on 16 October 2024 at 1:17pm

1.4. Commercial leadership and senior ownership   0 / 9 Included in CI plan
Last updated on 16 October 2024 at 1:17pm

You can update the rebaseline attainment in the 'rebaseline attainment' dropdown. You can see the original attainment score and the initial rebaseline score for comparison.

Theme 1: Commercial Strategy, Planning and Governance

1.1 Overall commercial strategy and plan

Criteria 1.1.1

Criteria 1.1.1   Rebaseline status: Included in CI plan

The organisation has a documented overall commercial strategy, development plan, resource plan and, where applicable, a blueprint (these may be combined or separate documents, but should be integrated within an overall strategy)

Original attainment level: **Partially meeting**

Initial rebaseline attainment: **Partially meeting**

CI plan: CIP_00000189 - (opens in new tab)

Partially meeting ⌄

You will be able to see the previous supporting commentary from the initial assessment and any commentary provided for the initial rebaseline.

Summary of supporting evidence

> This is a test of the system

Documents attached

2024-10-18 CCIAF NHS   Published   Remove
Fortnightly updates

Rebaseline evidence

Initial summary of rebaselining evidence:

> Initial rebaseline evidence

Summary of rebaselining evidence:

```
Second rebaseline evidence
```
Enter a minimum of 20 characters

Rebaseline documents

CCIAF-Evidence-For-Criteria   Published   Remove

[Attach a document]   [Attach a link]   or   [Attach from Document Library]

To Attach documents you can follow the same instructions in the 'Attaching multiple documents to multiple criteria' section above.

Once your organisation has completed the rebaseline you can submit this to the Cabinet Office. Only the CCIAF organisation Assessment Lead should submit this to the Cabinet. At the bottom of the rebaseline overview you can click the green 'submit your rebaseline' button.

Submit rebaseline

Only the lead user for an organisation can submit a rebaseline and is the last check before finalising your rebaseline.

[Submit your rebaseline]   [Back to assessments]

You will receive a confirmation page that notifies you that you have submitted the rebaseline. You will be able to continue with your next round of continuous improvements.

Assessments > Rebaseline overview > Rebaseline complete

Rebaseline for the assessment has been completed

Your reference number
A00574

Your rebaseline assessment has been submitted to the Cabinet Office.

What happens next

You can now complete your Continuous Improvement (CI) plan.

What did you think of this service?