

# Digital Transformation Consulting Scope of Work

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## 1. Project Overview

This Scope of Work (SOW) outlines the digital transformation consulting services to be provided to Client to support their organizational goals and technology modernization initiatives.

## 2. Objectives

- Assess current digital maturity and technology landscape.
- Develop a digital transformation strategy aligned with business objectives.
- Identify key opportunities, challenges, and quick wins.
- Create an actionable roadmap for digital implementation.

## 3. Deliverables

1. Digital Maturity Assessment Report
2. Gap Analysis and Benchmarking Documents
3. Strategic Digital Transformation Roadmap
4. Recommended Solutions and Implementation Plan
5. Executive Summary Presentation

## 4. Approach & Methodology

- Stakeholder Interviews and Workshops
- Process Mapping and Current State Analysis
- Technology Review and Needs Assessment
- Strategy Formulation and Validation
- Roadmap Development

## 5. Project Timeline

The engagement is estimated to last 8-12 weeks, with key milestones delivered at defined project stages.

## 6. Client Responsibilities

- Provide access to relevant data and stakeholders
- Timely feedback on deliverables and session scheduling

## 7. Assumptions & Exclusions

- Implementation of recommended solutions is out of current scope.
- All information provided by client is accurate to the best of their knowledge.

## 8. Acceptance Criteria

- All deliverables are submitted as per agreed schedule.
- All findings and recommendations reviewed and accepted by key stakeholders.

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**Date:** [Date]