

Digital Transformation Consulting Scope of Work

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.

Prepared by: [Consulting Firm Name]

Date: [Date]