

Healthcare Consulting Scope of Work Template

1. Project Overview

Provide a brief summary of the project, objectives, and key initiatives.

2. Objectives

- *List main goals of the engagement.*
- *E.g., process improvement, compliance, workflow optimization.*

3. Scope of Services

- Service 1: *Description of the service.*
- Service 2: *Description of the service.*
- Service 3: *Description of the service.*

4. Deliverables

- *Report/Analysis (e.g., gap analysis, recommendations)*
- *Implementation plan*
- *Training materials*

5. Timeline

Milestone	Estimated Completion Date
<i>Kickoff Meeting</i>	<i>MM/DD/YYYY</i>
<i>Assessment Phase</i>	<i>MM/DD/YYYY</i>
<i>Final Deliverables</i>	<i>MM/DD/YYYY</i>

6. Roles & Responsibilities

- Consultant: *Outline main responsibilities.*
- Client: *Outline main responsibilities.*

7. Assumptions

- *Describe assumptions (e.g., access to data, key contacts, timely feedback).*

8. Exclusions

- *List of services or deliverables not included in this scope.*

9. Acceptance & Signatures

Name	Title	Organization	Date	Signature