

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
Kickoff Meeting	MM/DD/YYYY
Assessment Phase	MM/DD/YYYY
Final Deliverables	MM/DD/YYYY

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