

# Organizational Change Management Consulting Scope of Work

## 1. Project Overview

This scope of work outlines the terms for providing Organizational Change Management (OCM) consulting services to support the Client's transformation initiative. The purpose is to facilitate a smooth transition, enhance adoption, and minimize resistance throughout the change process.

## 2. Objectives

- Assess current readiness and culture for change
- Develop comprehensive change management strategy
- Create and implement communication and training plans
- Support stakeholders through the change journey
- Monitor, evaluate, and adjust change interventions as needed

## 3. Scope of Services

- Conduct change impact and readiness assessments
- Develop stakeholder and sponsor engagement plans
- Design communication, education, and training materials
- Facilitate change workshops and stakeholder meetings
- Support change agent networks and leadership alignment
- Monitor change adoption and provide coaching as necessary
- Identify and mitigate risks related to change resistance

## 4. Deliverables

- Change management strategy and plan
- Stakeholder analysis report
- Communications and training materials
- Risk log and mitigation strategies
- Progress and adoption status reports

## 5. Timeline

The expected duration of consulting services is [insert timeline], commencing from [start date] to [end date]. Milestones and key deliverables will be scheduled in collaboration with the Client.

## 6. Roles & Responsibilities

- Consultant: Lead OCM activities, provide expertise, and deliver required outputs
- Client: Supply necessary resources, access to stakeholders, and timely feedback

## 7. Assumptions & Dependencies

- Timely access to project information and stakeholders
- Client leadership support for OCM initiatives

## 8. Approval

This scope of work is subject to final approval and mutual acceptance by both parties.

