

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.

