

# Diversity and Inclusion Strategy Scope of Work

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## 1. Introduction

This document outlines the scope of work for developing and implementing a Diversity and Inclusion (D&I) Strategy for [Organization Name]. The objective is to create a comprehensive approach that fosters a diverse and inclusive workplace environment.

## 2. Objectives

- Assess current diversity and inclusion status within the organization.
- Develop a strategic plan with specific, measurable goals.
- Provide actionable recommendations and resources for implementation.
- Establish evaluation metrics and reporting mechanisms.

## 3. Scope of Work

### 1. Assessment Phase

- Conduct organizational surveys, focus groups, and data analysis.
- Review existing policies, practices, and communications.
- Identify gaps, barriers, strengths, and opportunities.

### 2. Strategy Development

- Facilitate strategy workshops with leadership and key stakeholders.
- Draft D&I vision, mission, and objectives aligned with the organization's values.
- Develop short-term and long-term action plans.

### 3. Implementation Planning

- Define roles, responsibilities, and timelines.
- Recommend training and resource needs.
- Provide communication and change management guidelines.

### 4. Evaluation & Reporting

- Establish Key Performance Indicators (KPIs) to measure progress.
- Design reporting templates and review cycles.
- Recommend tools for ongoing feedback and adjustment.

## 4. Deliverables

- Diversity and Inclusion Assessment Report
- D&I Strategic Plan Document
- Implementation Roadmap
- Evaluation and Reporting Framework
- Presentation to Leadership Team

## 5. Timeline

Estimated project duration: [Insert Duration: e.g., 12 weeks]. Key milestones and delivery phases to be mutually agreed upon at project inception.

## 6. Roles and Responsibilities

- Project Lead: Oversight and project management
- Consulting Team: Research, analysis, strategy, and facilitation
- Client Stakeholders: Participation, feedback, and approval

## 7. Assumptions

- Timely access to relevant organizational data and personnel
- Executive sponsorship and support
- Collaboration with HR and Communications teams

## 8. Approvals

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved by: \_\_\_\_\_