

# HR Technology Assessment

## Scope of Work Document Sample

### 1. Project Overview

This document outlines the scope of work for the HR Technology Assessment project. The aim is to assess current HR systems, identify gaps, and provide recommendations to align technology capabilities with business objectives.

### 2. Objectives

- Evaluate current HR technology landscape and processes.
- Identify inefficiencies and areas for improvement.
- Assess system integration, data accuracy, and reporting capabilities.
- Recommend strategies for optimization and future scalability.

### 3. Scope of Services

#### 1. Discovery & Information Gathering

- Conduct stakeholder interviews and workshops
- Review documentation and system inventories

#### 2. Current State Assessment

- Map existing HR workflows and processes
- Analyze current HR system capabilities and integrations

#### 3. Gap Analysis

- Identify process and technology gaps
- Assess compliance and data security risks

#### 4. Recommendations & Roadmap

- Develop prioritized recommendations for optimization
- Present a high-level future state HR technology roadmap

### 4. Deliverables

Deliverable	Description
Assessment Report	Comprehensive summary of findings and analyses
Gap Analysis Document	Detailed record of gaps and improvement opportunities
Recommendations & Roadmap	Actionable steps and future state recommendations
Presentation	Summary report-out to key stakeholders

### 5. Project Timeline

Phase	Duration
Discovery & Assessment	2 weeks
Gap Analysis	1 week
Recommendations & Reporting	1 week

## **6. Assumptions & Dependencies**

- Access to required stakeholders and systems
- Timely provision of documentation and data
- Stakeholder engagement throughout the project

## **7. Approval**

**Prepared by:**

**Date:**

**Reviewed & Approved by:**

**Date:**