

SOW outline and scope preparation

Purpose and status

This outline organizes a suggested pilot for a consulting pursuit. It is not a full SOW, signed contract or available-offer commitment. The parties, contracted terms and acceptance criteria still require authorized drafting and review.

Source boundary

The supplied scope is a six-week pilot with one team. Wider rollout requires a separate scope decision. A later four-week request remains an option; it has not replaced this reference.

Business issue and suggested response

The note says proposal approvals take too long and records incomplete commercial inputs and unclear approval ownership. The hypothesis is that decisions and handoffs may constrain flow. Causation is not established.

Propose mapping the approval decisions and testing a bounded workflow before selecting broader automation. Confirm the pilot objective and accountable reviewer.

Suggested work and outputs

Organize the source inventory and decision map. Prepare a recommendation with its evidence, alternative and unresolved assumptions. Connect proposal material, presenter notes and commercial assumptions to the same suggested direction.

Review output completeness and scope consistency with the authorized customer. Define acceptance criteria before contracting. No measured efficiency gain or organization-wide implementation is promised.

Dependencies and responsibilities

Confirm who supplies specialist judgment and who reviews the scope. A role title alone does not prove capacity or authority. The customer supplies authorized source material, requirements, effort and rate inputs, and permitted templates.

Stratum preparation, the consulting firm's delivery work and its end-client commitments are separate scopes. This outline does not allocate unapproved delivery responsibilities.

Open commercial and contracting decisions

Hours, rates, contingency, fees, payment terms and acceptance criteria are unresolved. The accompanying workbook requires explicit inputs and does not approve a price.

An authorized contract template, party details, data obligations, liability terms, termination terms and signature process belong to the separate full drafting and review workflow. They are not supplied by this outline.

Change and release

If specialist coverage is removed, distinguish equivalent redesign, phased entry and a changed promise. Review affected proposal, script and commercial revisions. Preserve the valid source inventory.

The customer reviews the specific revised output. Approval and external release are separate actions. This document performs neither.