

Scope of Work (SoW) for Future Focused Organization

Pilot: R&D Engineering, Green Engineering, Peace of Mind Engineering, Sales

Phase 1: Design and Evaluation

1. Workshop and Framework Design

- Identify and provide required information needed to complete Phase 1 and Phase 2.
- Conduct a workshop with business stakeholders to design a skeleton organization framework including job families and sub families.
- Link current positions to job families and subfamilies

2. Evaluation of Job Families and Positions

- Evaluate existing job families, sub-families, and positions.
- Streamline position titles and define associated tasks and skills.
- Provide an outline for business validation of job families, sub-families, positions, skills, and tasks.
- Enable evaluation of positions, skills, and tasks by experience level.

3. Validation Process

- Develop a structured validation process involving key business stakeholders.
- Conduct validation sessions to review and confirm the accuracy of job families, sub-families, positions, skills, and tasks.
- Collect feedback and make necessary adjustments based on stakeholder input.
- Document the validation outcomes and ensure alignment with business needs.

4. Governance and AI Potential

- Outline the process to assess new positions for long-term governance.
- Evaluate AI potential for positions and organizational effectiveness by analyzing task duplication and effort.
- Provide information on declining and emerging skills based on AI analysis.

5. Geographical Scope

- May include positions from the U.S., Canada, and Mexico.

6. Vendor-Specific Requirements

- **Detailed Project Plan:** Vendor to provide a detailed project plan outlining all activities, timelines, and milestones for Phase 1.

- **Resource Allocation:** Specify the resources the vendor will allocate to the project.
- **Regular Reporting:** Establish a schedule for regular progress reports from the vendor.
- **Collaboration Tools:** Identify the tools and platforms for communication and document sharing.
- **Data Security and Confidentiality:** Ensure adherence to data security and confidentiality agreements.
- **Approval Process:** Define the process for reviewing and approving deliverables.

Deliverables for Phase 1

- Skeleton organization framework including job families and sub families aligned with current positions.
- Streamlined position titles with associated tasks and skills.
- Validation outline for job families, sub-families, positions, skills, and tasks.
- Documented validation process and outcomes.
- AI potential evaluation report.
- Emerging and declining skills report.

Timeline and Milestones for Phase 1

- Workshop and framework design: [Insert Date]
- Evaluation and streamlining: [Insert Date]
- Validation process: [Insert Date]
- Governance and AI potential: [Insert Date]
- **Completion Date for Phase 1: July 2025**

Acceptance Criteria for Phase 1

- Successful completion of workshops and framework design.
- Comprehensive evaluation and streamlining of job families and positions.
- Documented and validated job families, sub-families, positions, skills, and tasks.