



Step 14: DELIVER

What does it entail

Another round of scoping out of the work happens between the internal or external expert and the Task Force, with the Action Plan#1 as the basis of discussion. Together they define the specific objectives and then define the ways in which it can be fulfilled, given the timeline mentioned in the ticket. Additionally, they create the Delivery Report that provides the status update on each of the requirements in the Action Plan #1 and against the baseline data collected at the beginning of the engagement.

Who does it involve

The identified internal or external expert and the Task Force. MJM representative to the Task Force to create supportive documentation.

How do we do it

On finding the right match, the internal or external expert scopes out the work required to fulfill the objectives in Action Plan#1, by having in-depth conversations with the Task Force. The Task Force then agrees to the scope of work against specific objectives. The scope would include deliverables,

defining the nature of engagement and the resources required. The nature of engagement could require one on one consulting by the internal experts, group workshops based on similar needs across DPs - branding, funding, HR etc. and facilitating interactions among the DPs who can then find synergies in their work.

MJM representative on the Task Force will document the actions, in a manner that specifies each item on the Action Plan #1 and mentions its status as - Not Initiated, Ongoing and Completed. This Delivery Report could provide insights into the processes and activities undertaken to fulfill the requirement; and clearly enunciate the numbers against the baseline data collected at the Action Plan#1 stage.

Process Outcomes

- Final Scope Document- details the scope of the work with the aid of the expert defining clearly the deliverables, nature of engagement and resources required.
- Delivery Report providing the status as well as movement from baseline.

Timeline

End of first quarter

Tools

Final Scope Template

Delivery Report Template