

1. One full-day discovery workshop (in-person)

- Vision & Strategy Alignment → Stakeholder Mapping & Personas → Current State Analysis → Future State Visioning
- Client KPIs shared in advance of workshop

2. Post-workshop outputs and documentation

- Report containing workshop conclusions and next steps shared with client for agreement

3. Follow-up clarification meetings with internal teams

- Develop greater understanding of client's needs through online meetings with key functional teams

4. Desktop review of existing ecosystem

- Understanding of current state of client's technology stack to inform direction of procurement
- Short report on quick wins and barriers

5. Generation of list of requirements for LMS procurement

- Online meetings and review of requirements to reach general agreement for RFP inclusion

6. Light RFP support

- Inputs and edits to RFP
- RFP owned and issued by client