

SOW

SCOPE OF WORK DIGITAL IDENTITY PROGRAM DIRECTOR

DELIVERABLES

- Approach and plan
 - Work plan to expedite the work on Digital Identities in Canada
- Stakeholder Engagement Plan and Delivery
 - Stakeholder analysis and plan for engagement
 - Communications material to support stakeholder engagement
 - Meetings, workshops and other engagement activities
- DI Lead Support
 - Liaison with the DI co-chairs
 - Agendas and material for jurisdictional DI Lead meetings
 - Findings and recommendations
- Governance Model Development
 - Recommendations and transition plan for governance model for the public sector
- Research And Analysis
 - As required to support the development of recommendations
- JCs Reporting
 - Status, recommendation papers and presentations for Joint Councils
- PCTF Evolution
 - Provide input into PCTF evolution

TIMELINE & BUDGET

March – September 2020 (7 months)

Budget = \$100,000
(includes travel for workshop and stakeholder engagement)

BACKGROUND

In February 2019, the Joint Councils recognized that work on the Digital Identity (DI) priority was being led by people with other full-time responsibilities. The lack of dedicated resources was acknowledged as a barrier to expediting this important work. This was echoed by the participants at the governance workshop in July and again at JCs in September 2019.

The co-leads of the DI priority assessed requirements and determined that, while the detailed scope of work has yet to be defined, the need to bring on consultative support to lead the work is urgent. JCs approved funding for a consultant and this scope of work defines the requirements for that consultant.

OBJECTIVES

The primary objective for the work is to advance the work of the JCs on digital identities by providing focus and dedicated executive leadership.

REQUIRED SKILLS

- Knowledge of the public sector in Canada.
- Knowledge of digital identity.
- Excellent stakeholder engagement skills.
- Proven ability to facilitate senior executive workshops and build consensus.
- Excellent verbal & written communication skills.
- Exceptional strategic thinking capabilities.
- Active leader who can plan and direct.
- Able to direct research and analysis.
- Able to manage budget, timelines & resources.