# CDAP Digital Adoption

## Official Plan Template: Mandatory Elements

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# Executive summary

- Provide a high-level summary of the key elements of this plan for the SME, and how adopting new technologies will help the SME meet the SME's client's requirements, business imperatives and goals.

# SME business and technology current state analyses

- Key business information (e.g., sector, corporate structure, operations, value proposition, etc.).

- Overview of the SME's current business strengths, weaknesses, opportunities, and threats. (SWOT analysis)

- SME's external issues (market, competition, business model) and future key business goals.

- Key IS/IT information (infrastructure, applications, security and privacy compliance practises, technology staff and partners, integration between exiting IS and IT solutions, etc.) and how these current technologies are efficient at helping the business deliver value to the SME clients and to the SME itself.

# Digital adoption analysis and recommendations

- Identify a minimum of three potential digital/technology solutions for the SME to consider including how each of those solutions will benefit the SME's business. Also align the prioritized digital solutions to the benefits it will bring to the SME.

# Implementation roadmap

- Identify the key elements to implement the recommended options including timeline, dependencies, costs to acquire the technology, etc.
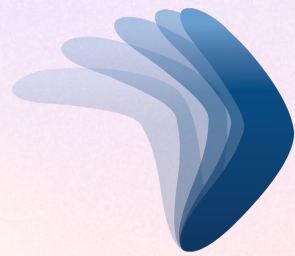
# Skill requirements

- Identify the skills and competencies that the SME will need to possess to implement the top three digital solutions.

# Key digital solution characteristics

- Identify the high-level requirements to implement the top three solutions. High-level financial requirements, degrees of implementation complexity and change management these technologies will require of the SME.

- The exact composition of each digital adoption plan will vary according to the SME's business operations. The CDAP digital adoption plan guide will establish guidelines that map out the expected standards for the resulting digital adoption plans.

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