

# Next Steps Outline for Consultancy Project

Dear [Recipient's Name],

Thank you for the productive discussions regarding the [Project Name]. Below is an outline of the next steps we propose to ensure the successful progression of the project:

## Next Steps:

1. **Finalization of Project Scope:** Review and confirm the project scope document by [Date].
2. **Kick-off Meeting:** Schedule a kick-off meeting for [Date] to align all stakeholders.
3. **Team Assignments:** Confirm team roles and responsibilities by [Date].
4. **Research and Data Collection:** Begin initial research and data collection process by [Date].
5. **Interim Report Submission:** Prepare an interim report to share progress by [Date].
6. **Feedback Loop:** Establish a feedback loop to address any concerns transitioning through phases.

We look forward to your feedback on the proposed next steps and any additional input you may have.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]