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| DCC-Digital Modernization and Adoption PlanPROPOSAL QUESTIONS ***OCI Office use only***

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| **APPLICATION DATA** |
| Project Title | «Project\_Title» |
| Application Number  | «Application\_Number» |

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### 1: SME AND CURRENT DIGITAL TOOL

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| 1. Briefly describe your company, its products and services. In addition, please describe where do your main product(s) or service(s) stand from a commercialization standpoint; is it in development, commercially launched or generating revenues?
2. Please describe your digital readiness and tools and/or software you currently use.
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| 1. (Type Here)
2. (Type Here)
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### 2: Digital Needs

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| 1. Please describe what areas of your business are currently limited and which will benefit the most from modernization and digital adoption.
2. Please describe how a DMAP plan will help you with your company’s digital adoption.
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| 1. (Type Here)
2. (Type Here
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### 3: DIGITAL ADOPTION CONSULTANT

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| 1. Please describe your proposed Digital Adoption Consultant’s (DAC) relevant expertise.
2. Why did you select your proposed DAC and what would be the add-on value of working with the proposed DAC? Please ensure your answer is very clear and includes enough details, thank you.

**Note**: **In addition to answering this question**, please ensure a copy of your digital Consultant’s Resume, CV or linked-in profile is attached to Supporting Documents Section under “Attachment- Resume, Curriculum Vitae.  |
| 1. (Type Here)
2. (Type Here)
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### 4: PROJECT PLAN AND TEAM

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| 1. Describe the high-level strategy and working arrangement that your company has agreed upon with the DAC to develop your DMAP. Please include scope, key activities and team deliverables.
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| 1. (Type Here)
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### 5: OUTCOMES AND IMPACT

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| 1. What are the key outcomes of the proposed project for your company from a technical and business standpoint? How do you intend to implement the resulting DMAP?
2. Briefly describe the return on investment of the proposed project for your company (and partners if applicable). Describe anticipated new/improved products, services, sales increase, jobs created and sustained, attraction of investment and sustainable competitive advantage.
3. Describe the benefits of the proposed project to Ontario.
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| 1. (Type Here)
2. (Type Here)
3. (Type Here)
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### 6: PREVIOUS AND CURRENT OCI PROJECTS:

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| 1. If applicable, please indicate how this new application relates to the company’s previous and other current projects or applications. If not applicable, please simply answer “N/A” or “not applicable”.
2. Please indicated if you have previously or currently been approved for a project or received funding under [Canada Digital Adoption Program](https://ised-isde.canada.ca/site/canada-digital-adoption-program/en) (“CDAP”)? If your answer is “Yes”, then briefly describe your CDAP project and mention how this new application relates to it. **Please do not leave this question unanswered, if you have not been approved or there is no relation then indicate please**.
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| 1. (Type Here)
2. (Type Here)
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### 7: BDC Digital Maturity Report

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| 1. **Please complete BDC’s Digital Maturity assessment and upload the generated report in PDF format to the Supporting Documents section of your application under “Additional Supporting Documents”. To complete the assessment please use the following link:** <https://www.bdc.ca/en/articles-tools/entrepreneur-toolkit/business-assessments/digital-maturity>
2. **Please check this box if you have completed BDC’s Digital Maturity Assessment and uploaded the report in PDF to the “Additional Supporting Documents” section of your application** [ ]
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