

STATEMENT OF WORK (SOW)

INTRODUCTION

The Statement of Work (SOW) is a document which describes the scope of work required to be completed by the contractor. It is a formal document and must be agreed upon by all parties involved. In order to be effective, the SOW must contain an appropriate level of detail so all parties clearly understand what work is required, the duration of the work involved, what the deliverables are, and what is acceptable.

SCOPE OF WORK

[This section should provide a brief statement of what you expect to accomplish as a result of this scope of work.]

PERIOD OF PERFORMANCE

[This section should define the time period over which the work will be undertaken].

PLACE OF PERFORMANCE

[This section should describe where the work will be performed. In some cases the contractor may perform all or some of its work on site at the customer's location.]

SCHEDULE/MILESTONES

[This section should define the schedule of deliverables and milestones. It is imperative that all milestones, tasks, and schedule information are as accurate as possible]

ACCEPTANCE CRITERIA

[This section defines how the customer will accept the deliverables. The acceptance of deliverables must be clearly defined and understood by all parties. This section should include a description of how both parties will know when work is acceptable, how it will be accepted, and who is authorised to accept the work.]

PAYMENT SCHEDULE

[This section should define the payment schedule for the accepted deliverables and milestones.]

OTHER REQUIREMENTS

[Any special requirements, such as security requirements (personnel with security clearance and what level, badges, etc.) should be described in this section. There should also be a description of any IT access restrictions/requirements or system downtime/maintenance if required.]

Worker Signature.....

Name..... Date.....

Manager's Signature.....

Name..... Date.....