The Statement of Work

What is a Statement of Work? And when do I need to create one?

A Statement of Work is roughly a brief outline of a project, its timeframe, what will be accomplished and delivered. It is most often used when your work is part of a subcontract to a larger project, defining your role in the project and the promised deliverables of the subcontract, and as the main proposal item in seeking procurement and acquisition contracts from government agencies.

However, creating a Statement of Work, or SOW, is a useful exercise for a researcher in clearly defining the essential tasks and accomplishments you are pursuing. If you can't write an SOW, you probably don't clearly know what you will be doing.

So what are the elements of a Statement of Work? In outline form, or in narrative, or some combination of the two, these items should be included:

- Names of the Principal, Co-Principal and Key Investigators
- Period of performance – when will the project start and end?
- Staffing – what kinds of personnel will participate in the project and in general what is their role?
- Goals and objectives – clear statements that define what you want to accomplish.
- Where will the project be conducted?
- Tasks and assessment – what tasks will you be working on? How will you measure your success in achieving your goals and objectives? What are the milestones during the project period?
- What special resources will you need to accomplish your goals?
- How will you manage the project? How often will you meet? How will you disseminate project goals, progress and results? How often will reports be generated?

For more discussion and detail, you may want to visit these sites:

Writing Your Statement of Work: http://www.projectminds.com/Article11.html

Importance of a Statement of Work: http://www.brighthubpm.com/project-planning/3701-importance-of-statement-of-work-docs-in-project-management/

Is a Statement of Work Important?: http://pmtips.net/statement-work-important/

Project Management Docs: http://www.projectmanagementdocs.com/templates/statement-of-work-template.html

Developing Your Statement of Work: http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=7&ved=0CGgQFjAG&url=http%3A%2F%2Fwww.ago.noaa.gov%2Fago%2Facquisition%2Fdocs%2Fdeveloping_performance_based_work_s

tatements.ppt&ei=Ij4NUMHiDfCu0AHMx6XfAw&usg=AFQjCNEmgZ_1lwr2QOXuh6h1ytEJXA1yug&sig2=b9cuUErs7jfBN62DN2nJ4A