**Statement of Work Template**

The Statement of Work (SOW) is a document which describes the scope of work required to complete a specific project. 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.

**Introduction/Background**

This section should provide a general description of the project as well as highlight the project’s background and what is to be gained by the project. As the SOW often accompanies a request for proposal (RFP), the SOW introduction and background is necessary for bidding vendors to familiarize their organizations with the project.

**Scope of Work**

This section of the Statement of Work should provide a brief statement of what you expect to accomplish as a result of this scope of work. While specific deliverables and tasks will be presented in the Work Requirements section, this section should highlight what is and is not included in the scope of the project in broader terms.

**Period of Performance**

This portion of the Statement of Work should define the time period over which the project will occur. The timeframe for the project can be pre-determined or based on a completion date to coincide with some external requirement (i.e., new Government regulation). It is important to define the period of performance since this is usually a variable in the project’s cost. Additionally, if there are delays in a project and it will not be completed within the defined period of performance, a contract modification may be required, and the costs of the project will increase as well.

**Place of Performance**

This section of the Statement of Work should describe where the work will be performed by the vendor. In some cases, the vendor may perform all or some of its work on site at the customer’s location. This is usually dependent on the type of industry or work being performed. It is important to define this in case the customer requires the vendor to work at the customer’s site and to clarify any equipment and/or workspace that will be provided.

**Work Requirements**

Here the Statement of Work should include a description of the actual tasks which the project will require. This should include what tasks need to be completed in order for successful completion of this project/contract. As with all other portions of the SOW, every effort should be made to include as much detail as possible.

**Schedule/Milestones/Tasks**

This part of the SOW should define the schedule of deliverables, break-down of tasks, and milestones for this project. Since the SOW often accompanies the RFP for the project, it is imperative that all milestones, tasks, and schedule information are as accurate as possible since vendors will need to consider these items in their proposals.

**Acceptance Criteria**

This section of the SOW defines how the customer will accept the deliverables resulting from this SOW. 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 authorized to accept the work.

**Other Requirements**

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