

## **OUTLINE FOR DEVELOPING A STATEMENT OF WORK (SOW)**

This document provides an outline for preparing a specific SOW. Please be aware that there may be sections in this outline that need not be included in your program's SOW. The following information should be included in all SOWs: an introduction and a brief background for the project under which this SOW will be issued; the scope of the effort, and specific objectives to be achieved; a list of the most significant reference items relevant to the project; requirements that define precisely what is needed in terms of tasks to be performed and deliverables to be produced; and Progress and compliance to detail reporting requirements for the project. Additional areas that may be included are; transmittal/ delivery/accessibility provisions, security requirements, or other requirements specific to your program. Attachments, if any, should follow the last section.

### **1. Introduction and Overview**

This statement of work will be issued under contract [name of contract and contract number]. Briefly describe the project and its relationship to your program mission.

#### **1.1 Background**

Write a brief narrative describing how this project "came to be".

#### **1.2 Scope of Work**

Begin with a narrative paragraph describing the scope of work covered by this SOW.

When applicable, include an overall hierarchy of the work being performed; it can be in form of a Work Breakdown Structure (WBS).

#### **1.3 Objectives**

List the specific objectives for this SOW in bullet form. Be sure they are consistent with the scope and fit within the WBS, if provided.

#### **1.4 Period of Performance**

This section identifies the period of performance for the funding to be obligated under this action. If this action is for incremental funding, then the projected total period of performance to project completion, should also be included.

#### **1.5 Projected Cost**

If this action represents incremental or partial funding, list the total estimated cost for this Task Order, from this action to completion.

### **2. References**

All applicable documents referenced in this SOW are listed below. Where appropriate, a brief annotation should be provided to indicate the relevance of the document. Reference any specific requirements with regard to the use of these documents in performing the work under this SOW.

### **3. Requirements**

This section defines the requirements in terms of tasks to be performed, the end results/deliverables to be achieved, and the schedule of key dates. Important compliance requirements should be included with the task descriptions and deliverables.

#### **3.1 Tasks**

The tasks to be performed under this contract shall be described in discrete functional areas, or subtasks, with each work area described clearly and completely. The Tasks description must provide sufficient detail that any BITS II Prime can understand the requirements, the methodology, and the outcomes and deliverables under the task.

#### **The contractor shall conduct the following tasks:**

List the tasks (no. and name) in sequential order by phase (if applicable). Provide sufficient level of detail to enable the prospective contractor to plan personnel utilization and other requirements with maximum efficiency.

- Desired Methodology
- Illustrations/Drawings/Diagrams, if any
- Specifications
- Data/Property/Facilities
- Level-of-Effort
- Place/Travel

#### **3.2 End Results/Deliverables**

This section describes the products and tangible end results that are expected from each task contained in the previous section, the date each deliverable is due, and the government acceptance criteria.

##### **3.2.1 List of Deliverables by Task**

For large efforts, deliverables may be divided by subtask. The following table provides a complete listing of the required deliverables by task. The table includes, Task No. and Name, End Result/Deliverable, Tool for creating it, Acceptance Criteria, and Intended Use, as applicable.

Task	End Result/Deliverable	Schedule/Milestone

### **3.3 Schedules/Milestones**

The contractor shall maintain a single project schedule from which various project reports shall be produced. The following reports shall be provided:

#### **3.3.1 Who Does What When Report**

The "Who does what when" report shall be provided by the contractor with the initial submission, and again following negotiations. This report will be used by the Government to assess the adequacy of the resources proposed by the contractor to accomplish the SOW.

### **3.4 Other Considerations**

Include here any other relevant information for the performance of the SOW that does not fit elsewhere.

## **4. Progress/Compliance**

The Government requires the following from contractors in order to monitor progress and ensure compliance:

- Weekly Status Report
- Weekly Meetings
- Monthly Progress Report
- Project Management Team (PMT) Meetings
- Program Reviews
- Outlines and Drafts

## **5. Transmittal/Delivery/Accessibility**

The contractor shall provide [x] hard copies of each deliverable and one electronic version.

## **6. Notes**

If for reasons of clarity or brevity previous sections need further amplification, use this section for that purpose and for all other information that does not logically fit into previous sections. The information designed to assist in determining the applicability of the specification and the selection of appropriate type, grade, or class of the product or service.