

## Reclamation Manual

### Directives and Standards

---

This appendix provides a statement of work template for use/reference by program offices in identifying expectations for technical services work. Statements of work will be developed outside of the Electronic Service Agreement Module (ESAM); however, once the ESAM software is fully functional, subsequent service agreements entered into ESAM may incorporate or link to corresponding statements of work as desired.

<b>Statement of Work</b>	
Date submitted:	
1. Program Office and Project Title:	
2. Project Objectives: (The objectives of this project are to...include expected project outcomes)	
3. Project Considerations/Constraints: (In terms of authority, budget, key technical issues, or other conditions that constrain the project)	
4. Major Milestones/Deliverables and Project Schedule:	
5. Roles and Responsibilities: (Identify key service providers, program office contact, etc., as needed)	