



**BUSINESS
DIMENSIONS**
CONSULTING GROUP INC.

Statement of Work

DOCUMENT TEMPLATE SAMPLE PAGES



INSERT LOGO

Statement of Work Preview

Statement of Work

for:

<Place Project Name Here>

<Place Business Unit Area or Department
Name Here>

Prepared By: <Insert Document Author>

Project ID Number: <Insert Project ID No.>

Date Prepared: <Insert Date>

<Insert Project Name Here>

--

<Insert Project Name>			
Program Name:	<Insert Program name here>		
Prepared By:	<Insert name>		
Sponsor Name:	<Insert name>		
Date:	<Insert date>	Version No:	<1.0 >

Reviewers

Name	Position/Title	Business Area
<Insert here>	<Insert here>	<Insert here>
<Insert here>	<Insert here>	<Insert here>
<Insert here>	<Insert here>	<Insert here>

Document Revision History

Version No.	Version Date	Prepared By	Reviewed By	Approved By	Summary of Change
<Insert>	<Insert>	<Insert>	<Insert>	<Insert>	<Insert here>

Document Acceptance

Approvers Name	Approval Signature	Date	Comments
<Insert here>	<Insert here>	<Insert>	<Insert here>
<Insert here>	<Insert here>	<Insert>	<Insert here>

Table of Contents

- 1. Executive Summary..... 5**
- 2. Description of Work 7**
 - 2.1 Project Purpose 7
 - 2.2 Objectives 7
 - 2.3 Scope..... 7
 - 2.4 Critical Success Factors 8
 - 2.5 Definition of Success 8
- 3. Project Organization 9**
 - 3.1 Structure and Resources 9
 - 3.2 Assumptions and Constraints 10
 - 3.3 Project Approach 11
 - 3.4 Project Controls 12
 - 3.5 Effort Cost and Duration 13
- APPENDIX 15**

<Insert Project Name Here>

About This Document Template:

This Statement of Work (SOW) document template takes you through key topics you need to address to provide a clear description of the purpose and nature of the work being done, who will do it, when it will be done and how much it will cost.

The information in the SOW helps to provide clarity on business need, expectations and agreement on approach. The information provides senior management with enough information to determine whether or not to proceed with the initiative and provides team members with a synopsis of the purpose and nature of the initiative.

This document is typically created at the start of an 'analysis project', or 'analysis and conceptual solution design project'. At the end of this project, the analyst and team determine whether and what to propose for detailed design and implementation. Typically, when detailed design and implementation is recommended and approved, a second statement of work often called the 'Project Charter' is prepared and a new project is kicked off.

*This template contains three sections: Executive Summary, Description of Work, and Project Organization. Each section contains a series of topics and a brief description of the intent of each topic and several examples, shown in red italics. When using the template, refer to these instructions and examples as a guideline and delete these comments when inputting your own information. To insert your own logo select **View** from the toolbar menu and open Header and Footer.*

1. Executive Summary

The Executive Summary should contain specific information from the body of the Statement of Work (SOW) and provides senior decision makers with the key information required to make a go or no go decision to proceed. Those requiring more detail can draw on the rest of the document. If the Statement of Work is longer than 3 or 4 pages then a one page executive summary is recommended. The following information should be included: overview, scope, key deliverables, business benefits, risks and constraints, cost and duration. As a guideline, the information should be succinct and enough to be presented on one or two PowerPoint slides.

<Start typing here>

Overview

Use information from the body of the Statement of Work. Provide one or two sentences that summarize the purpose of the analysis project or initiative from the business clients' point of view (i.e. deliver a solution concept that addresses the problem or opportunity described).

<Start typing here>

<Insert Project Name Here>

Scope

From the Scope section of the SOW, provide a statement that identifies the key items in scope and what is out of scope in order to define boundaries.

<Start typing here>

Key Deliverables / Benefits

What key business deliverables will result from the project or initiative and what is the significance or value of these deliverables to the client?

<Start typing here>

Risks and Constraints

From the Assumptions and Constraints section list the major risks, assumptions or constraints and associated project control strategies.

<Start typing here>

Cost and Duration

Summarize the cost of this initiative or project, the estimated effort required and the expected completion date.

<Start typing here>

<Insert Project Name Here>

2. Description of Work

2.1 Project Purpose

Describe the purpose of this project or initiative. Why is this project being undertaken and why now? Make the connection to the business justification, the problem or opportunity in a way that reflects the business reasons for undertaking this initiative. What are the key business drivers? Identify what specific business performance needs are driving the project. Is it related to a specific process, product or service? Provide any relevant context or background information leading up to this point and the need to address the issue, problem or opportunity behind this initiative. The Statement of Work document will typically range from 3 to 8 pages for an analysis and solution design initiative.

<Start typing here>

2.2 Objectives

Describe what will be accomplished by undertaking this work. What are the improvement objectives and targets? Identify the level of improvement for the specific process, function or component. Objectives should be focused and SMART: Specific, Measurable, Attainable, Realistic, and Time-bound. Refer to the SMART Outcome Technique Description for more information. Objectives are described succinctly and written in business terms in typically a maximum of 15 lines.

<Start typing here>

2.3 Scope

This section describes the limits of the investigation, boundaries to the project and authorities. What business processes, business functions or business system components are being addressed? Documenting these boundaries in terms of what is not within scope is equally valuable. The level of detail provided will depend on the project or initiative.

Include a conceptual flow diagram or context diagram to help describe or illustrate the scope of the project.

<Start typing here>

2.3.1 In Scope

At a high-level, list those services, functions, and processes that are in scope for analysis by this project. Include start and end points for business processes or business functions.

<Start typing here>