

# What should be in a statement of work document?

Crafting a clear and detailed statement of work is critical to the success of a project. Here's what you should include.

## Background

- ☐ Summarize project requirements.
- ☐ What business needs are addressed?

## Purpose/objectives

- ☐ State the project's goals.
- ☐ How it will solve a particular business problem(s)?

## Scope of work

- ☐ Briefly and explicitly describe the work to be done.
- ☐ What resources are required?

## Tasks/work requirements

- ☐ Define each task.
- ☐ Assign them to specific team members.
- ☐ Break down the resources required, including hardware and software.

## Deliverables timeline

- ☐ Describe which deliverables are due.
- ☐ Who is responsible for each deliverable?
- ☐ When is each deliverable due?
- ☐ What is the priority of each deliverable?

## Special requirements

- ☐ Make a list of the following required elements:
  - specialized hardware
  - software
  - personnel
  - special skills
  - certifications

## Security requirements if contracting

- ☐ Outline security requirements (e.g., level of security clearance).

## Applicable standards

- ☐ List the industry standards that must be met while executing the project.

## Acceptance criteria

- ☐ What metrics will the customer use to determine that the product is acceptable?

## Place of performance and travel

- ☐ Describe where the work will take place.
- ☐ Where will the hardware and software will be located?
- ☐ List what the travel requirements are — if any.

## Period of performance

- ☐ Give each task's start and end date.
- ☐ Define the number of hours to be billed per week or month.
- ☐ Include other scheduling-related items.

## Contract terms and payment schedule

- ☐ Identify which payments will be made by the customer upfront.
- ☐ Identify which payments are phased.
- ☐ Give the due date for all payments.

## Miscellaneous

- ☐ List any additional requirements which don't fall into any of the above categories (e.g., change requests).