

Statement of Work

For [Project Name]

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Role	Name	Signature	Date
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1 Introduction

Provide the supplier with a brief summary of your project by describing the objectives, scope, deliverables and milestones involved.

2 Objectives

Define the objectives for outsourcing the deliverables that are listed within the Scope of Work below. These objectives define what the project seeks to achieve by outsourcing elements of the project or solution to an external supplier.

3 Scope of Work

Describe what you are outsourcing, by stating the scope of work to be completed. The scope of work lists all of the products, services, results and other items that the supplier is required to provide. You can create a detailed list of these items to be provided by the supplier in the following table. Note: It is critical that you include as much detail in this table possible.

Item Title	Item Description	Item Quantity

4 Responsibilities

Identify the responsibilities of the supplier and project team in delivering the above Scope of Work.

4.1 Supplier Responsibilities

Clearly state the responsibilities of the supplier in delivering the above Scope of Work.

4.2 Project Responsibilities

Clearly state the responsibilities of the project team in delivering the above Scope of Work.

5 Terms of Supply

While the full list of terms and conditions will be included within the Supplier Contract, it is important that you state up front any terms that you believe to be critical to the supply process, within this section.

5.1 Acceptance Terms

List the terms for accepting items provided by the supplier.

5.2 Payment Terms

List the terms for approving supplier payment.

5.3 Confidentiality

Specify whether or not a Non-Disclosure Agreement (NDA) must be signed by the preferred supplier to ensure that sensitive project information is handled in a professional and confidential manner. If an NDA is not required, describe how sensitive project information relating to this tender should be handled.

5.4 Other Terms

List any other terms that must be stated up front, in order for the supplier to be aware of the conditions under which it must undertake the Scope of Work.