

CSI 2334 Group Project Resources

Example Statement of Work

A statement of work (SOW) is a concise, complete narrative description of the group's project work requirements. Typical SOWs address these subjects:

- **Purpose:** Why are we doing this project? A purpose statement attempts to answer this.
- **Scope of work:** This describes the work to be done and specifies the software involved. The definition of scope becomes the *scope statement*.
- **Location of work:** This describes where the work is to be performed, including the location of hardware and software and where people will meet to do the work.
- **Period of performance:** This specifies the allowable time for projects, such as start and finish time, number of hours that can be billed per week or month, where work is to be performed and anything else that relates to scheduling.
- **Acceptance criteria:** This specifies how the client will determine if the product or service is acceptable, usually with objective criteria.
- **Deliverables schedule:** The deliverables schedule describes what is due and when.

Here is an example of a Statement of Work that is clear, concise, and unambiguous, from Spring 2017:

Our team will perform a full investigation of the executable code in question. We will investigate a number of available on-line tools to determine which tools will best help in disassembling and decompiling this executable. We will submit a thorough comparison of these tools including the name of the tool, type of tool, where the tool can be downloaded, advantages, disadvantages, and lessons learned for each. Our initial investigation indicates that the executable is either a chess game, a trojan horse virus, or both. If it is a chess game, we will modify game play to allow all pawns to have behavior equivalent to a bishop. We will also insert a secret key to allow the player to automatically win when the secret key or keys are entered. If the executable is a trojan horse, we will isolate the trojan horse code. In the event that it is both a chess game and a trojan horse virus, we will implement both sets of modifications.

We will submit a Progress Report to our client on April 5, 2017, documenting our initial findings and project plan. We will submit our final executable and final report, and present our findings, on April 26, 2017, at 2:30pm.