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**Statement of Work Template**

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**Statement of Work (SOW)**

**Company Name**

**Street Address**

**City, State Zip Code**

**Date**

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# Period of Performance

This section should define the time period over which the project will occur. The timeframe for the project can be pre-determined or based on a completion date to coincide with some external requirement (i.e. new Government regulation). It is important to define the period of performance since this is usually a variable in the project’s cost. Additionally, if there are delays in a project and it will not be completed within the defined period of performance, a contract modification may be required and the costs of the project will increase as well.

The period of performance for the Garage Apartment Project is six months (113 days) beginning on 18 February 2024 through 10 June 2024. All work must be scheduled to complete within this timeframe. Any modifications or extensions will be requested through contracting officers for review and discussion.

# Place of Performance

This section should describe where the work will be performed by the vendor. In some cases the vendor may perform all or some of its work on site at the customer’s location. This is usually dependent on the type of industry or work being performed. It is important to define this in case the customer requires the vendor to work at the customer’s site and to clarify any equipment and/or work space that will be provided.

Most work to be done with the Garage Apartment Project is required to be done on-site. This will be at the land supplied by the client. Documentation may be done off-site at the discretion of the Project Manager in their respective office. Team meetings and organization may be held remotely using remote-connect clients such as Zoom.

# Work Requirements

This section should include a description of the actual tasks which the project will require. This should include what tasks need to be completed in order for successful completion of this project/contract. As with all other portions of the SOW, every effort should be made to include as much detail as possible.

As part of the Website Redesign Project the vendor will be responsible for performing tasks throughout various stages of this project. The following is a list of these tasks which will result in the successful completion of this project:

Initiation:

* Management will Develop a project charter along with the Documentation Specialist.
* The Project Charter will be submitted and approved by the client.

Planning:

* Scope statements will be developed by the Project Manager and Documentation Specialist.
* Scope statements will be approved by the client.
* Kickoff meetings will be held featuring all team members.
* A project plan will be developed and submitted by the Project Manager and Documentation Specialist.
* The project plan will be approved by the client.

Construction:

* A kickoff meeting will be held featuring the project manager, construction specialist, and subordinates.
* Requirements will be validated.
* Materials will be procured.
* Garage Apartment will be constructed by the associated team members.
* Areas will be furnished according to the design specialist’s designs.
* Requirements will be reviewed.

Landscaping:

* Landscapes will be designed according to the Design Specialist.
* Materials will be acquired.
* Design philosophies will be implemented.

Closeout:

* Audits will be compliant.
* Documentation specialist and Project Manager will go over project successes to document.
* The client will give final approval.

# Schedule/Milestones

This section should define the schedule of deliverables and milestones for this project. Since the SOW often accompanies the RFP for the project, it is imperative that all milestones, tasks, and schedule information are as accurate as possible since vendors will need to consider these items in their proposals.

The below list consists of the initial milestones identified for the Website Redesign Project:

|  |  |
| --- | --- |
| **Milestone** | **Expected Date of Accomplishment** |
| Project Plan Approval | 18 February 2024 |
| Team Initial Kickoff Meeting | 26 February 2024 |
| Garage Constructed | 20 April 2024 |
| Indoors Fully Furnished | 8 May 2024 |
| Implemented Design Philosophies | 1 June 2024 |
| Project Management Plan Updated | 8 Jun 2024 |
| Final Client Approval | 10 June 2024 |

# Acceptance Criteria

This section defines how the customer will accept the deliverables resulting from this SOW. The acceptance of deliverables must be clearly defined and understood by all parties. This section should include a description of how both parties will know when work is acceptable, how it will be accepted, and who is authorized to accept the work.

The Garage Apartment Project acceptance criteria will go through a number of rigorous steps in order to be deemed complete. The initial Planning phase will see a number of checks with the client from the Project Manager in order to review scope, requirements, and deliverables as detailed in the project documentation.

Throughout construction, the project manager is expected to inform the client on developmental updates and milestones as they become available. Delays and setbacks are to be noted as well in these regular updates. The Landscaping phase will see minimal communication apart from the beginning of the phase in which the project manager will communicate the Design Specialist’s vision for the property, as well as at the end of the phase when the Project Manager will update the client on the completion of that vision.

The Closeout phase will see more communication as documents and audits are submitted around the team. The client will then confirm the project deliverables have been met, and provide feedback on the project’s timeline. After the formal acceptance letter, the project will be completed once the files have been archived.

**Acceptance**

Approved by:

Date:

<Approvers Name>

<Approvers Title>

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