

Statement of Work Example

APPENDIX A - STATEMENT OF WORK DESCRIPTION WRITING SERVICES

i. BACKGROUND

- 1.1 Due to recent internal program changes and organizational realignment, the Corporate Administration Division (CAD) of the Department of Government Operations has a requirement to re-write a series of work descriptions in its organization. Jobs are to be re-described using the public service work description format. Approximately 30% of all jobs within the division have been rewritten; another 35% (30 jobs) are to be rewritten by February 28, 20XX (or X days after contract award).
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ii. OBJECTIVE

- 2.1 The objective of this project is to prepare 30 work descriptions among various categories (20 AS, 6 CR, 4 PM) using the public service work description format. The work descriptions are to reflect the current functions of each job identified.
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iii. SCOPE

- 3.1 These services will include only the preparation of the work description. These services will not include job evaluation or organizational design services.
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iv. TASKS

As part of the contractor's contribution to this project, the contractor will fulfil the following main tasks:

- 4.1 Meet with the project manager throughout the project to discuss the status of the work deliverables.
 - 4.2 Meet with all employees whose job descriptions will be rewritten.
 - 4.3 Meet with employees individually to review and/or update work descriptions.
 - 4.4 Prepare draft work descriptions in accordance with the public service work description format.
 - 4.5 Review of drafts by employees and supervisor.
 - 4.6 Prepare final copies for review by project manager.
 - 4.7 Approval of all work descriptions by the project manager.
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v. DELIVERABLES AND PROJECT SCHEDULE

5.1 Bidders will demonstrate their ability to meet the following deliverables based upon a contract award date.

5.2

Milestones and events	Completion date
The contractor will be available for a planning meeting with the project authority.	October 8, 20XX (or X days after contract award)
The contractor will meet with the project authority and the 30 employees whose jobs are to be rewritten.	October 11, 20XX (or X days after contract award)
Phase I	
i. The contractor will schedule a meeting with each employee to review their work description and gather information to ensure that all current duties are reflected in their work descriptions.	
ii. The contractor will prepare a first draft of the new work descriptions in the public service work description format.	December 14, 20XX (or X days after contract award)
iii. The contractor will provide each employee and respective supervisors with a first draft of their work description.	
iv. A progress meeting with the project authority concerning the status of the project.	December 14, 20XX (or X days after contract award)

Phase II

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| i. | Incorporate any changes identified and agreed to by the employee and supervisor into a second draft of the work description. | January 28, 20XX (or X days after contract award) |
| ii. | Acceptance of second draft of work descriptions by employees. | February 25, 20XX (or X days after contract award) |
| iii. | Review and approval of work descriptions by the project manager. | |

v. CONSTRAINTS

- 6.1 All work is to be completed by February 28, 20XX (or X days after contract award).
- 6.2 All meetings with employees are to be conducted during the employees' regular work hours.
- 6.3 All meetings conducted with individual employees and all written material prepared for each employee are to be presented in the official language of choice of the employee.

vi. CLIENT SUPPORT

- 7.1 The Corporate Administration Division will provide the contractor with an appropriate location in which to meet with the employees.
- 7.2 The Corporate Administration Division will provide the contractor with a parking spot, a parking pass, and a building pass.