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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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# Introduction/Background

The Statement of Work (SOW) is a document which describes the scope of work required to complete a specific project. It is a formal document and must be agreed upon by all parties involved. In order to be effective, the SOW must contain an appropriate level of detail so all parties clearly understand what work is required, the duration of the work involved, what the deliverables are, and what is acceptable. This section should provide a general description of the project as well as highlight the project’s background and what is to be gained by the project. As the SOW often accompanies a request for proposal (RFP), the SOW introduction and background is necessary for bidding vendors to familiarize their organizations with the project.

Smith Consulting Group (SCG) has recently approved the Website Redesign Project in support of its strategic plan to enhance marketing and customer service. In order to provide more timely feedback to prospective clients and improved customer interaction, the Website Redesign Project will focus on building a content rich website which provides a simplified and more user-friendly approach for existing and potential clients. It is imperative that SGC utilizes its web site as a platform for communicating new developments, client testimonials, recent news, and other industry specific information. SGC also realizes the importance of working with clients to develop tailored consulting solutions which the new web site will allow the ability to do. In order to accomplish this, SGC seeks to outsource the design, testing, implementation, and training for the new website. SGC anticipates that its new website will move the company forward in its multi-tiered approach to winning new clients and capturing additional market share.

# Scope of Work

The scope of work for the WS-AMS includes all planning, execution, implementation, testing and training for the software solution that will replace the existing method. The client would give feedback once the web application or software solution is presented to him. Each stage of the development of this software solution is presented to the client for if there are changes to be made, it is made during the development stage not after the software solution is to be deployed. The client is the final judge if the solution is worthy in being used in their department. Specific deliverables and milestones will be listed in the Work Requirements and Schedules and Milestones sections of this SOW.

Not included in the scope of work for this project is any problem which is not related to the scope of this project.

# Period of Performance

The period of performance for the WS-AMS or Weather Station – Asset Management System is for one year (365 days) beginning on June 26, 2016 to June 27, 2016. All work must be scheduled properly so that there are no delays and the project would be deployed on time

# Place of Performance

The researchers and developers will conduct most of their work in both Asia Pacific College and at Moonville Iris 4624, Bicutan City. The researchers and developers will be required to meet twice a week at Asia Pacific College for documentation purposes as well as regular meetings. Also, meetings with the project adviser are done in Asia Pacific College. For work that is extensive and require longer work hours such as web application development, work is done in 4624 Iris, Bicutan City, due to the allowed longer hours in the area.

# Work Requirements

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

As part of the WS-AMS Project, the researchers and developers will be responsible for performing throughout various stages of this project. The following is a list of these tasks which will result in the successful completion of this project:

Kickoff:

* Researchers will research and find out more about the problem within the Operation and Maintenance department of Weather.ph
* Researchers will create a detailed plan which consist of the following stages: Planning, Development, Testing, Implementation, Recording, and Review.
* Researchers will present the plan to the client for approval

Design Phase:

* Work with client to gather all necessary data and information for the web application
* Create site design based on collected requirements
* Develop site design proposal for client approval and feedback
* Present written status at weekly meeting

Build Phase:

* Researchers will code the designed web application
* Researchers will provide client with a detailed testing plan
* Researchers will update the client weekly on the progress of the web application
* Researchers will include all content provided by client on redesigned web site
* Researchers will conduct testing within a controlled environment
* Researchers will resolve any coding and site issues identified in testing
* Researchers will compile a review for the client to check
* Present written status at weekly meeting

Implementation Phase:

* Researchers will implement the newly redesigned web site on SCG servers
* Researchers will provide a contact list of the following members of this research team for any queries or if any problem should occur, the researchers are easily reached
* Present written status at weekly meeting
* Researchers will provide a manual on how to work the program or how to execute the basic commands for the web application

Training Phase:

* Researchers will guide the technician head on how to use the functionalities of the web application
* Researchers will assist the technicians of the Operations and Maintenance department on how to use the functionalities
* Present written status at weekly meeting

Project Handoff/Closure:

* Vendor will provide SCG with all documentation in accordance with the approved project plan
* Vendor will present project closure report to SCG for review and approval
* Vendor will complete the project requirements checklist showing that all project tasks have been completed
* Vendor will conclude 24x7 web support at 11:59pm on the final day of the period of performance
* Present written status at weekly meeting

# Schedule/Milestones

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

RFP/SOW Release October 12, 2016

Period of Performance Begins October 16, 2016

Website Design Review October 25, 2016

Website Implementation Review October 30, 2016

Development November 2 – February 26, 2017

Implementation Complete March 26, 2017

Training Complete May 15-20, 2017

Project Completion Review May 27-29, 2017

Project Closure/Archives Complete June 26, 2017

# Acceptance Criteria

For the WS-AMS the acceptance of all deliverables will be upon the decision of the Operations and Maintenance manager. The manager will create a team of advisers which consist of his following technicians in the same department to check if the web application would meet their standard. They would check if there are any missing features or if there are certain corrections to be made. This is also to ensure if the needed requirements are met. Once every phase is completed, the researchers would contact the client to update them on the progress of the web application.

Once all project tasks have been completed, the software solution will enter the handoff/closure stage. During this stage of the project, the vendor will provide their project closure report and project task checklist to the manager of the Operations and Maintenance department. The acceptance of this documentation by the manager will acknowledge acceptance of all project deliverables and that the researchers has met all assigned tasks from the manager.

Any problems involving completion of project tasks or some disagreement between the client which is the manager of the Operations and Maintenance department and the researchers will be referred to a meeting for review and discussion.

# Other Requirements

All researchers whom would create WS-AMS will submit the manual of the web application. The manual contains specific steps on how to execute and use the features as well as how to create accounts for accessing the information within the web application. All the members of the research team will be granted access to the client’s database and all necessary IT functions.

All programming and testing will be done in the specific location where in it is stated in the section which is called the “Place of Performance”. That specific location is a controlled environment and after some debugging it would be deployed and implemented in the Operations and Maintenance department.

**Acceptance**

Approved by:

Date:

<Approvers Name>

<Approvers Title>

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