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| --- | --- | --- | --- |
| |  | | --- | | **IT STATEMENT OF WORK** | | | |
|  |  |  |
| **ORGANIZATION** | | |
| **PROJECT NAME** |  | |
| **CLIENT** |  | |
| **SOW VERSION NUMBER** | **0.0.0** | |
| **CLIENT POINT OF CONTACT** |  | |
| **CONTACT INFO** | **NAME** |  |
| **PHONE** |  |
| **EMAIL** |  |
| **MAILING ADDRESS** |  |
|  |
|  |
| **DATE PREPARED:** | | **AUTHOR:** |
| **PROJECT MANAGER** |  | |
| **BEGIN DATE** | **END DATE** | **PROJECT DURATION** |
|  |  |  |
|  |  |  |
| **PROJECT TEAM** | | |
| **NAME / TITLE** | **CONTACT INFORMATION** | |
|  |  | |
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| **PROJECT** | | |
| **INTRODUCTION | *description without requirement details*** | | |
|  | | |
| **BACKGROUND | *what led to the necessity of this project?*** | | |
|  | | |
| **RESOURCE REQUIREMENTS** | | |
|  | | |
| **FEE SUMMARY** | | |
| **PHASE ONE** | **HOURS** | **TOTAL:** |
|  |  |  |
|  |  |  |
|  |  |  |
| **PHASE TWO** | **HOURS** | **TOTAL:** |
|  |  |  |
|  |  |  |
|  |  |  |
| **ESTIMATED DATA STORAGE** |  | |
| **PERSONNEL** |  | |
| **TRAINING** |  | |
| **IMPLEMENTATION COSTS** |  | |
| **FEE SCHEDULE** | | |
|  | | |
|  |  |  |
| **SCOPE OF WORK** | | |
| ***what does the project entail? what are the delivery methods?*** | | |
|  | | |
| **PROJECT DELIVERABLES** | | |
| ***what does the project entail? what are the delivery methods?*** | | |
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| **MILESTONES** | | |
| **EST DELIVERY DATE** | **PROJECT MILESTONE TITLE** | |
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| **DELIVERABLE MATERIALS** | | |
| ***what is the final product to be supplied to the client?*** | | |
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| **STAKEHOLDERS** | | |
| **IT AFFECTED TEAMS** |  | |
| **NON-IT AFFECTED TEAMS** |  | |
| **STEERING COMMITTEE** |  | |
| **CUSTOMERS** |  | |
| **POTENTIAL / OTHER** |  | |
|  |  |  |
| **OPERATIONS AND SUPPORT** | | |
| **COMMUNICATIONS PLAN** | | |
|  | | |
| **QUALITY MANAGEMENT PLAN** | | |
|  | | |
| **IT PROJECT TRAINING PLAN** | | |
|  | | |
| **PII STANDARD COMPLIANCE** | | |
|  | | |
| **REGULATORY COMPLIANCE** | | |
|  | | |
|  |  |  |
| **TIMELINE** | | |
| ***project begin and end dates, approximate delivery of major events*** | | |
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|  |  |  |
| **DEFINITIONS** | | |
| ***define any unique language used within SOW*** | | |
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|  |  |  |
| **SERVICES** | | |
| **SERVICE COORDINATION** | | |
| **AGENCY RESPONSIBILITIES** | | |
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| **CLIENT RESPONSIBILITIES** | | |
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| **MUTUAL RESPONSIBILITIES** | | |
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| **PROJECT RISKS** | | |
| **ISSUE / RISK** | **MITIGATION / CONTINGENCY** | |
|  |  | |
|  |  | |
| **CRITERIA FOR COMPLETION** | | |
| ***what is required to occur for a completed project?*** | | |
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| **BUSINESS TERMS / CONDITIONS** | | |
| **CONTRACT MODIFICATIONS** | | |
|  | | |
| **CONFIDENTIALITY** | | |
|  | | |
| **TERMINATION** | | |
|  | | |
|  |  |  |
| **COMMENTS AND APPROVAL** | | |
| **COMMENTS** | | |
|  | | |
| **AUTHORIZATION** | | |
| **CLIENT** | **SIGNATURE** |  |
| **PRINTED NAME** |  |
| **DATE** |  |
| **PROVIDER** | **SIGNATURE** |  |
| **PRINTED NAME** |  |
| **DATE** |  |