Project Statement of Work

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| --- | --- |
| **Date Submitted** |  |
| **Project Name** |  |
| **Prepared by** |  |

# Description and Scope

## Summary of Work Requested and Benefits

*This should include a detailed description of work that will be performed and the benefits that the work is expected to achieve. If items are identified that are not clearly intended to be included in this project, they should be noted here.*

## Priority

*The priority of the project will be determined in the project proposal phase.*

# Major Deliverables/Key Events Anticipated

*All major identifiable results of work being performed on the project should be listed here along with the estimated date of completion. This could include a decision on a hardware component, the installation of software, or the date training is to begin.*

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| **Date** | **Milestone/Event** |
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# 3. Resource Requirements

## 3.1 Detailed Plan for Human Resources Assignments

*List every person or work group that will perform actual work on the project. Provide a brief description of what they will be doing and an estimate in actual hours worked that they will devote to the project.*

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| --- | --- | --- |
| **Person** | **Role** | **Time** |
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## 3.2 Other Resources (Hardware, Software, Money, etc.)

*All additional resources that will be needed to successfully complete the project should be listed here. This could include hardware and software, documentation and training materials, space, and consultant time. Expected commitments of staff from outside of GCCG should be listed here, as well.*

## 3.3 Expected commitments from other departments or people?

*List resources from other departments that will be required and how this will impact the project.*

# Risks and Concerns

*Any event or activity that has the potential of affecting the timeline for completion of the project should be listed here. Pay attention to any assumptions made in identifying work and scope and to items that are obviously out of our control. This could include vendor deliveries, labor strikes, or staff turnover.*

# Project Completion Criteria

*How do you determine that the project is completed? If there will be testing, the testing plan must be developed. If user acceptance is required, these criteria must be defined.*

# Outstanding Issues

*During the development and walk-through of this statement of work, unresolved issues may arise. They should be listed here. As the process moves forward, these issues may end up as work or tasks in the project, they may be passed on to another body, or they may be identified as unimportant after all.*