Project Management Templates

**Statement of Work Template**

This Statement of Work Template is free for you to copy and use on your project

and within your organization. We hope that you find this template useful and

welcome your comments. Public distribution of this document is only permitted

from the Project Management Docs official website at:

[www.ProjectManagementDocs.com](http://www.projectmanagementdocs.com)

**Statement of Work (SOW)**

**Company Name**

**Street Address**

**City, State Zip Code**

**Date**

**Table of Contents**

[Introduction/Background](#_gjdgxs)

[Scope of Work](#_30j0zll)

[Period of Performance](#_1fob9te)

Place of Performance

[Work Requirements](#_2et92p0)

[Schedule/Milestones](#_tyjcwt)

[Acceptance Criteria](#_3dy6vkm)

[Other Requirements](#_1t3h5sf)

# Introduction/Background

Promax Realty Corporation proposed the creation of a digital system where the company can replace their outdated paper-based system with a newer and more efficient one. The system serves to improve company workflow and customer interactions by providing a user friendly interface that allows the client to record, modify and view necessary information, and for the tenant to view their contract details and personal information. As well as a computational system that will compute the clients various business transactions. The system is a web-based application therefore, allows the client to use the system anywhere as long as they have access to an internet connection and will allow them to obtain up-to-date information in real time. Promax hopes that the new system will allow the company to improve their clientele relations and company workflow.

# Scope of Work

The scope of work for the Promax Decision Support System includes all planning, execution, implementation, and training for the use of the system at Promax Realty Corp. The design of the system will be left to the discretion of the project development team while taking note of the feedbacks and suggestions provided by Promax Realty Corp. Part of the design will be any necessary measures taken in order to ensure client confidentiality and security.

Information that can be obtained from Promax will only be asked for only when required by the project. Til then dummy values will be used.

# Period of Performance

The Period of Performance for the Promax Decision Support System will be for the Duration of The Asia Pacific College PBL Track. All work must be scheduled, performed and completed within this timeframe. Any modifications will be requested through Promax Realty Corporation and The Development Teams respective contact personnel.

# Place of Performance

The project development team of Promax Decision Support System will perform majority of the work at Asia Pacific College and the project development teams respective homes. The project development team will meet with the Promax Realty Corporation at least twice a month in order to deliver a status report and obtain client feedback and suggestions. Promax will provide the required meeting spaces for all status report meetings. Project turnover will be performed at the Promax Realty Corp. office as well as the provision of its training.

# Work Requirements

The project development team will be responsible for performing the tasks throughout the duration of the project. Below is a list of the tasks that will result in the successful completion of the project.

Project planning

* Create project design based on client requirements
* Consultation with the client concerning further improvements and uncertainties.
* Presentation during Status Report Meetings

Project Research

* In-depth research concerning the project and its related studies

Project Design

* Create project design based on client requirements
* Consultation with the client concerning further improvements and uncertainties.
* Presentation during Status Report Meetings

Project Development

* Coding of the project
* Testing of the project’
* Debugging of any coding errors or issues
* Presentation of the project for feedbacks and suggestions.

Project Finalization

* Revisions of project documents
* Final Testing of Project
* Presentation for Final Feedbacks and suggestions

Project Turnover

* Turnover of project as well as necessary reports
* Instruction concerning Project usage
* Final Checks concerning implementation of the project to the client company

# Schedule/Milestones

Below is a list of initial milestones identified for the Promax Decision Support System Project:

Project Start: January 29, 2016

Initial Client Interview: January 30, 2016

Initial Project Research: January 31- April 11 2016

Initial Project Development: June 12- Sept. 2 2016

Project Development Completion: December 9, 2016

Project Finalization: Dec. 10 - 18, 2016

Project Turnover: December or January 2016

# Acceptance Criteria

For the Promax Decision Support System the acceptance of all deliverables will reside with Promax Realty Corp. Vice president. The VP as well as her assistant will ensure the completeness of the project. All reports will be made to the VP for the confirmations of the initial requirements for the project have been met.

Once all project requirements have been completed, the project will enter the turnover stage. During the turnover stage the project development team will deliver the final status report to the VP and as well as instruct them on the projects usage. When Promax' VP has confirmed the project, has deemed all requirements have been met and accepted all deliverables. The project will be deemed complete.

Any issues concerning the project after the turnover stage will be addressed by Promax Realty Corp. and the development teams respective contact personnel.

# Other Requirements

Meetings concerning the project will be done at the office of Promax Realty Corp. The meetings must be Pre-scheduled and must not coincide with any activities that the company has deemed more important or necessary. The Development Team will only go to the venue when there is a pre scheduled meeting. Otherwise, all concerns will be addressed by contacting the company through mobile or web.

All programming and testing will be performed at Asia Pacific College or a pre determined venue. A network usage will be scheduled during the Project Development and Project Finalization stages.

**Acceptance**

Approved by:

Date:

<Approvers Name>

<Approvers Title>

This free Statement of Work Template is brought to you by [www.ProjectManagementDocs.com](http://www.projectmanagementdocs.com)