**STATEMENT OF WORKS**

|  |  |
| --- | --- |
| **COMPANY NAME:** | {{ company\_name }} |
| **SLOT CODE:** | {{ slot\_code }} |
| **NOMINATED WORKER (Did DDaT find them or not): Y/N** | {{ nominated\_worker }} |
| **HIRING MANAGER / TEAM LEAD (if different):** | {{ hiring\_manager }} |
| **TEAM/DIRECTORATE:** | {{ team }} |
| **PROJECT DESCRIPTION:** | {{ project\_description}} |
| **ROLE:** | {{ role }} |
| [**BUDGET CODE INFORMATION**](https://dbis.sharepoint.com/:w:/r/sites/dit/256/Shared%20Documents/Finance/DDAT%20Finance%202019-20/Cost%20Centres%20and%20Programme%20Codes.docx?d=w6fec8c613f454095ad2992194e3a00d3&csf=1&e=gWimMp)**: (REQUIRED FOR INVOICE PURPOSES)** | **COST CENTRE CODE (Essential) = {{ cost\_code }}**  **PROGRAMME CODE (Essential) = {{ programme\_code }}**  **PROJECT CODE (not for all) = {{ project\_code }}** |
| **START DATE:** | **{{ start\_date }}** |
| **END DATE:** | **{{ end\_date }}** |
| **IR35 ROLE ASSESSMENT (**[CEST](https://www.tax.service.gov.uk/check-employment-status-for-tax/setup)**) Please indicate:** | {{ outside\_IR35 }} |
| **NOTICE PERIOD:** | Please refer to main contract for elaboration.  The Civil Service retains the right to terminate a contract with immediate effect if for any reason the supplier proves unsatisfactory to the client (DIT) and this is at SMT/Team Lead discretion.  The contractor will be subject to progress review at the end of every Module, using the SoW deliverables as a guide. |
| **PROJECT FEE AND INVOICING:** | Project Fee: a fixed fee of {{ contract\_fee }}    {{ retention\_fee }} (5%) of the Project Fee will be retained whilst the Supplier’s work is reviewed and evaluated as complete (or otherwise). All such reviews and evaluations will be undertaken by the Deputy Director or authorised delegate who will review the work done in line with sprint goals and deliverables in sprint (sprint reports will be used). The Senior Management Team (SMT) will check that evaluation. The retained percentage of the Project Fee will be allocated if the Deputy Director or authorised delegate considers all sprint goals and work have been delivered and the KPIs delivered against. The SMT will check that evaluation. This review will also determine if a success fee or Project Credit should be applied.    This review will be completed by the 5th working day of {{ contract\_end\_month }} and paid alongside the {{ contract\_end\_month\_plus\_one }} module payment if applicable.    Payments will be paid to the supplier following invoice and assurance check by the Project Delivery Manager.    The combined payment schedule of all modules (assuming successful delivery and sign off) is as follows; Please add/delete rows as applicable.   |  |  |  | | --- | --- | --- | | Delivery Period | Monthly fixed Fee - £ | Payment date | | 1 to 30 April 2020 | XXX | 20 May 2020 | | 1 to 31 May 2020 | XXX | 20 June 2020 | | 1 to 30 June 2020 | XXX | 20 July 2020 | | 1 to 31 July 2020 | XXX | 20 August 2020 | | 1 to 31 August 2020 | xxxx | 20 September 2020 | | 1 to 31 September 2020 | XXX  (monthly fixed fee + retention fee) | 20 October 2020 |   All figures are quoted exclusive of VAT |
| **EXCEPTIONAL EXPENSES:** | Exceptional expenses will only be paid where pre-agreed by the Client, subject to compliance with the Client’s expenses policy. |
| **NOTES ON DELIVERABLES:** | Module completion dates are as follows;  Module 1:  Module 2:  Deliverables to be sectioned according to the assumed project period; whilst the structure of detailing the deliverables is left to the Hiring Manager’s discretion (i.e. 2 3-month modules; 6-month contract broken into 1-month sections, etc), the Deliverables must be as detailed as possible.  Knowledge share: Whilst this is NOT a deliverable, it must be completed during the End of Module Assessment and be considered when making a retention payment assessment.  The contractor is required to contribute to knowledge share in the following ways:   1. Provide in-progress work 2. Provide detailed hand over   Attainment of this is the responsibility of the contractor AND the Project Delivery Manager and will be assessed by the SMT when the contract ends.  Please add/delete rows as applicable |

|  |
| --- |
| **Module 1 Deliverables:** |
| **Deliverables 1:** |
| **Deliverable 2:** |
| **Deliverables 3:** |
| **Deliverable 4:** |
| **Documentation and sharing work**  Document all work in Sharepoint [Trello, Google drive, JIRA] and [Confluence] to ensure work is visible, measured and can be easily located and tested by others.  Share information across teams and services to avoid duplication and improve efficiency. Communicate team successes and progress to stakeholders.  Actively participate in the Delivery Community, sharing ideas and expertise in DIT. |
| **Agile working practices**  Work to the GDS Service Standard and the common standards set out in the DDaT Capability Framework. Work collaboratively across teams, iterating and delivering improvements in line with user research and business decisions.    Lead and contribute to agile ceremonies and team meetings as required. Ensure that the team works to sprint cycles, focused on tasks prioritised by the Product Manager. Review and agree any items added to the sprint outside of the agreed sprint goals.  Work across teams where required, for example where a specific task also impacts on other teams or services. |

|  |
| --- |
| **Module 2 Deliverables:** |
| **Deliverables 1:** |
| **Deliverables 2:** |
| **Deliverables 3:** |
| **Deliverable 4:** |
| **Deliverable 5:** |
| **Documentation and sharing work**  Document all work in Sharepoint [Trello, Google drive, JIRA] and [Confluence] to ensure work is visible, measured and can be easily located and tested by others.  Share information across teams and services to avoid duplication and improve efficiency. Communicate team successes and progress to stakeholders.  Actively participate in the Delivery Community, sharing ideas and expertise in DIT. |
| **Agile working practices [see specialist template for this section]**  Work to the GDS Service Standard and the common standards set out in the DDaT Capability Framework. Work collaboratively across teams, iterating and delivering improvements in line with user research and business decisions.    Lead and contribute to agile ceremonies and team meetings as required. Ensure that the team works to sprint cycles, focused on tasks prioritised by the Product Manager. Review and agree any items added to the sprint outside of the agreed sprint goals.  Work across teams where required, for example where a specific task also impacts on other teams or services. |

**\*\*NOT FOR ONWARD – INTERNAL ONLY\*\***

Signed by Contractor on: [Hiring Manager or Team lead to insert date of signature and note any changes at contract signature]

|  |  |
| --- | --- |
| Deliverables Module 1 Assessment | Due date: |
| End of Module Assessment, including knowledge share | Details noted in DAC [insert link where there is a completed separate DAC to this doc] |
| 2.5% retention fee: | [full/partial - note of outcome] |
| SMT approver name and date: |  |

|  |  |
| --- | --- |
| Deliverables Module 2 Assessment | Date: |
| End of Module Assessment, including knowledge share | Details noted in DAC [insert link to this doc] |
| 2.5% retention fee: | [full/partial - note of outcome] |
| SMT approver name and date: |  |