



# **Writing a High-Performing Statement of Work for Information Technology Projects**

2021

Practical Research Tool

PROCUREMENT & SUPPLY CHAIN



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## Practical Research Tool

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The Simplar Foundation has a strong emphasis in developing practical tools based on research findings. This tool represents lessons learned, experiences, and best practices collected from dozens of Information Technology (IT) procurements and subsequent deployments. The intent of this tool is to guide future project teams when gathering requirements and documenting SOW information.

## Writing a High-Performing Statement of Work

A 100% perfect Statement of Work (SOW) does not exist. The real objective is to create a High-Performing SOW, which gives vendors the information needed to prepare an accurate proposal response.

The following checklist summarizes the most important information to include in a High-Performing SOW.

Current Conditions	Included?
Overview: clear, concise, & easily understandable description of current state	Yes   No
Figures, Diagrams, & References: supporting explanation to describe current state	Yes   No
Pain Points: biggest dislikes, problems, challenges that must be fixed	Yes   No
Strengths: aspects that should remain or be built upon	Yes   No
Volumes/Quantities: describe the level of current operations	Yes   No
Other: other miscellaneous information to paint the picture of current state	Yes   No

Statement of Work	Included?
<b>SECTION 1 – OVERVIEW &amp; PURPOSE</b>	
Project Overview: clear, concise, & easily understandable (1-2 paragraphs max)	Yes   No
Goals, Objectives & Motivation: primary business drivers and purpose	Yes   No
Key Measures of Success: top 3-5 quantifiable metrics (cost, time, quality, function)	Yes   No
<b>SECTION 2 – FUTURE STATE</b>	
Overview: clear, concise, & easily understandable description of future state	Yes   No
Project Deliverables: tangible outcomes to be produced by the supplier	Yes   No
Figures, Diagrams, & References: supporting explanation to describe future state	Yes   No
Transition/Migration: efforts to bring legacy data forward into new system	Yes   No
<b>SECTION 3 – ITEMIZED REQUIREMENTS</b>	
Minimum Requirements (pass/fail): itemized, organized, and categorized	Yes   No
Desired Requirements (value proposition): itemized, organized, and categorized	Yes   No
<b>SECTION 4 – SCHEDULE &amp; BUDGET</b>	
Schedule: clear and transparent identification of timing needs & constraints	Yes   No
Budget: clear and transparent identification of financial needs & constraints	Yes   No
<b>SECTION 5 – UNIQUE CONSIDERATIONS</b>	
Unique: what may be unusual in your environment? (vs. the supplier's other clients)	Yes   No
Unknowns & Assumptions: list any conditions that are unknown or assumed	Yes   No
Attachments & Exhibits: pertinent supplemental information	Yes   No