



Statement of Work

Client: _____
 Project: _____
 Date: _____

OBJECTIVE

A 100% perfect Statement of Work (SOW) does not exist. The real objective is to create a ***High-Performing SOW***.

WHAT IS A HIGH-PERFORMING SOW?

A High-Performing SOW gives Expert Vendors information needed to prepare an accurate proposal response. This SOW Assessment provides a list of minimum elements to consider when developing a High-Performing SOW.

SOW Element	ASSESSMENT					Average Score
SECTION 1 – OVERVIEW & PURPOSE						
Project Overview: clear, concise, & easily understandable (1-2 paragraphs max)	1	2	3	4	5	
Goals, Objectives & Motivation: primary business drivers and purpose	1	2	3	4	5	
Key Measures of Success: top 3-5 quantifiable metrics (cost, time, quality, function)	1	2	3	4	5	
SECTION 2 – FUTURE STATE						
Overview: clear, concise, & easily understandable description of future state	1	2	3	4	5	
Project Deliverables: tangible outcomes to be produced by the supplier	1	2	3	4	5	
Figures, Diagrams, & References: supporting explanation to describe future state	1	2	3	4	5	
Transition/Migration: efforts to bring legacy data forward into new system	1	2	3	4	5	
SECTION 3 – ITEMIZED REQUIREMENTS						
Minimum Requirements (pass/fail): itemized, organized, and categorized	1	2	3	4	5	
Desired Requirements (value proposition): itemized, organized, and categorized	1	2	3	4	5	
SECTION 4 – SCHEDULE & BUDGET						
Schedule: clear and transparent identification of timing needs & constraints	1	2	3	4	5	
Budget: clear and transparent identification of financial needs & constraints	1	2	3	4	5	
SECTION 5 – UNIQUE CONSIDERATIONS						
Unique: what may be unusual in your environment? (vs. the supplier's other clients)	1	2	3	4	5	
Unknowns & Assumptions: list any conditions that are unknown or assumed	1	2	3	4	5	
Attachments & Exhibits: pertinent supplemental information	1	2	3	4	5	

Key for Assessment Scoring: 1 = Not Provided or Missing; 2 = Substantial Improvement Needed; 3 = Minor Improvements Needed; 4 = Ready for Release; 5 = Exemplar Quality (a "gold standard" example for future projects)

Current Conditions	ASSESSMENT					Average Score
Overview: clear, concise, & easily understandable description of current state	1	2	3	4	5	
Figures, Diagrams, & References: supporting explanation to describe current state	1	2	3	4	5	
Pain Points: biggest dislikes, problems, challenges that must be fixed	1	2	3	4	5	
Strengths: aspects that should remain or be built upon	1	2	3	4	5	
Volumes/Quantities: describe the level of current operations	1	2	3	4	5	
Other: other miscellaneous information to paint the picture of current state	1	2	3	4	5	

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