

Statement of Work (SOW) Template

1. Introduction

Purpose: Brief description of the project and its objectives.

Scope of Work: Outline of the work to be performed and the expected outcomes.

Definitions: Explanation of specific terms used in the document.

2. Project Details

Project Background: Context or background information leading up to the project.

Objectives: Specific goals the project aims to achieve.

Scope of Work: Detailed description of the services or deliverables, including any phases or milestones.

Location: Where the work will be performed, if applicable.

Period of Performance: Start and end dates of the project.

3. Roles and Responsibilities

Client Responsibilities: What the client will provide or do to support the project.

Vendor/Contractor Responsibilities: Specific tasks and responsibilities of the vendor or contractor.

Key Personnel: List of key project members and their roles.

4. Deliverables

List of Deliverables: Detailed list of all deliverables, including due dates and formats.

Standards and Testing: Quality standards and testing methods for deliverables.

Acceptance Criteria: Criteria for the acceptance of deliverables.

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5. Project Management

Project Schedule: Timeline of milestones, deliverables, and important dates.

Budget and Payment Terms: Total project cost, payment schedule, and payment terms.

Change Management Process: How changes to scope, budget, or schedule will be managed.

Reporting and Meetings: Frequency and format of progress reports and meetings.

6. Legal and Regulatory Compliance

Compliance Requirements: Any legal or regulatory requirements that must be met.

Confidentiality and Security: Measures for protecting confidential information and data security.

Warranties and Representations: Warranties provided by the vendor or contractor.

7. Other Provisions

Conflict Resolution: Process for resolving disputes or disagreements.

Termination Clause: Conditions under which the contract may be terminated.

Signatures: Sign-off by authorized representatives from both parties.

Appendices

Appendix A: Any additional documents or references.

Appendix B: Contact information for key project members.