TABLE 5.2 Elements in a Comprehensive Statement of Work

Date Submitted	
Revision Number	
Project Name	
Project Identification Number	
SOW Prepared by:	

1. Description and Scope

a. Summary of work requested
b. Background
c. Description of major elements (deliverables) of the completed project
d. Expected benefits
e. Items not covered in scope
f. Priorities assigned to each element in the project

2. Approach

a. Major milestones/key events anticipated

Date	Milestone/Event

b. Special standards or methodologies to be observed
c. Impact on existing systems or projects
d. Assumptions critical to the project
e. Plans for status report updates
f. Procedures for changes of scope or work effort

3. Resource Requirements

a. Detailed plan/rationale for resource needs and assignments

Person	Role and Rationale

b. Other material resource needs (hardware, software, materials, money, etc.)
c. Expected commitments from other departments in support
d. Concerns or alternatives related to staffing plan

4. Risks and Concerns

a. Environmental risks
b. Client expectation risks
c. Competitive risks
d. Risks in project development (technical)
e. Project constraints
f. Overall risk assessment
g. Risk mitigation or abatement strategies