**STATEMENT OF WORK OUTLINE**

|  |  |
| --- | --- |
| **PROJECT TITLE** |   |
| **COMPANY NAME** |   | **CLIENT**  |  |
| **PROJECT MANAGER** |   | **DATE SUBMITTED** |   |
| **AUTHOR** |   | **VERSION** | 0.0.0 |
| **PROJECT BEGIN DATE** |   | **END DATE** |   |

**1.0 INTRODUCTION**

Statement of Work Summary: What does the project work to achieve?

* 1. **Background**
	What led to the necessity of this project?
	2. **Scope of Work**

What does the project entail? What are the delivery methods?

**1.3 Objectives**

What does the project entail? What are the delivery methods?

|  |  |
| --- | --- |
| **OBJECTIVE** | **RATIONALE** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**2.0 TASKS / ACTIVITIES**

|  |  |
| --- | --- |
| **TASK #** | **DESCRIPTION** |
| 2.1 |  |
| 2.2 |  |
| 2.3 |  |
| 2.4 |  |

**3.0 SCHEDULE**

State Period of Performance. List Milestones Below.

|  |  |  |
| --- | --- | --- |
| **TASK #** | **DUE DATE** | **DELIVERABLE DESCRIPTION** |
| 3.1 |  |  |
| 3.2 |  |  |
| 3.3 |  |  |
| 3.4 |  |  |
| 3.5 |  |  |
| 3.6 |  |  |
| 3.7 |  |  |
| 3.8 |  |  |

1. **TERMS OF PAYMENT**

**4.1 Fee Summary**

* 1. **Storage, Personnel, Training, Implementation Costs**

**4.3 Fee Breakdown**

|  |
| --- |
| **RATE SCHEDULE** |
| **ESTIMATED COST** | **DELIVERY SCHEDULE** | **DESCRIPTION** |
| $500 |  |  |
| $200 |  |  |
| $75 per hr |  |  |
| $500 |  |  |
| **PAYMENT TERMS** |
| **COMPLETION DATE** | **PAYMENT DUE** | **PHASE / WORK DESCRIPTION** |
|  |  |  |
|  |  |  |

1. **PROJECT REQUIREMENTS**

**5.1 Agency Responsibilities**

**5.2 Client Responsibilities**

**5.3 Mutual Responsibilities**

1. **PROJECT RISKS**

|  |
| --- |
| **PROJECT RISKS** |
| **ISSUE / RISK** | **MITIGATION / CONTINGENCY** |
|  |  |
|  |  |

1. **STANDARDS AND COMPLIANCE**
	1. **Communications Plan**
	2. **Quality Management Plan**
	3. **Training Plan**
	4. **Standard Compliance**
	5. **Regulatory Compliance**
	6. **Privacy Adherence**
2. **BUSINESS TERMS / CONDITIONS**
	1. **Contract Modifications**
	2. **Confidentiality**
	3. **Termination**
3. **COMMENTS AND APPROVAL**
4. **AUTHORIZATION**

|  |
| --- |
| **AUTHORIZATION** |
| **CLIENT** | **SIGNATURE** |  |
| **PRINTED NAME** |  |
| **DATE** |  |
| **PROVIDER** | **SIGNATURE** |  |
| **PRINTED NAME** |  |
| **DATE** |  |