

Process Roles and Responsibilities:

In order to effectively execute the steps and strategies involved in this SOW Process, resource roles and responsibilities must be clearly defined and allocated. In keeping with the *Phases* identified in the previous pages, relevant “resource roles” can be organized as follows:

- **Coordinator:** The individual who plans a specific SOW process.
- **Author:** The individual who prepares the SOW draft.
- **Reviewer:** The individual(s) who review the SOW draft, offering comments and change requirements.
- **Editor:** The individual who organizes and analyzes the reviewer’s comments, and incorporates related changes to produce a final SOW document.
- **Approver:** The individual(s) who approve the SOW document.

Within any given project situation, these various roles may be more “logical” than “physical”. For example, in a smaller environment, the *Coordinator*, *Author* and *Editor* roles may all be filled by one individual, with others filling the roles of *Reviewer* and *Approver*. Under other conditions, the Reviewers and Approvers may be one and the same (i.e. acting as a *Reviewer*, a person offers comments and suggested changes, and then, once the changes are implemented, that same person accepts the SOW, acting as the *Approver*.) Individual role assignments will likely vary by organizational and by project.

SAMPLE ROLES AND RESPONSIBILITIES PLAN

Assuming (1) Coordinator, (1) Author and multiple Reviewers and Approvers

TASK DESCRIPTION:	ROLE:
Complete and distribute the SOW Process Plan .	Coordinator
Complete and distribute the Content Requirements Checklist .	Coordinator
Complete and distribute the Statement of Work draft based on the Process Plan and Content Requirements Checklist .	Author
Review the SOW draft using the Reviewer’s Checklist and the CRC. Complete and distribute the completed forms as needed.	Reviewers
Organize and analyze comments and requested changes. Negotiate changes as needed. Incorporate required changes to produce the final Statement of Work. Prepare and distribute the final SOW.	Author
Prepare and distribute completed Approval Agreements .	Approvers
Resolve any approval issues and distribute approved SOW as needed.	Coordinator

SOW CONTENT REQUIREMENTS CHECKLIST

Project Name: *Enter project name.....*

Performing Organization: *Specify the performing organization....*

Customer: *Enter customer name.....*

Project Code: *(if needed)*

Project Manager: *Enter project manager's name...*

Enter basic project information or import related data from the SOW Process Plan.

Level of Technical Detail Required: Low ▾

Level of Process Detail Required: Medium ▾

Level of Strategic Detail Required: High ▾

SOW Distribution Requirements: Internal ▾

Prior Project References:

Use this space to document any past projects that can be used as a reference for preparing this Statement of Work.

Pull-down lists are editable.

CONTENT REQUIREMENTS

SOW Document Introduction:

- What is the purpose of this Statement of Work?
- How will the SOW be used within this project?
- How is the SOW document organized?

Has this requirement been met?

Yes No

Yes No

Yes No

Content Side

Review Side

Project Objectives:

- What are the project objectives for this project?
- What are the project objectives for this project offer?

PREPARATION PHASE:
Click in the "content" checkboxes to select SOW content requirements.

REVIEW PHASE:
Click in the **Yes** or **No** boxes to answer the question posed: Has this content requirement been met?
(Note: the question is editable)

What are the expected benefits to the organization?

What is the driving force behind this project?

What is the expected organizational impact?

Why is the project necessary?

What alternative solutions, if any, were examined?

What is the expected project completion date?

Who is involved in this project (customer, sponsor, management team and project team)?

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

STATEMENT OF WORK PROCESS PLAN

Project Name: *Enter project name.....* **Project Manager:** *Enter project manager's name...*

Project Code: *(if needed)* **SOW Format:** Quick Form Long Form Other

Content Requirements Checklist? Yes No

Click in the checkboxes to choose format and CRC needs.

PROCESS NOTES AND INSTRUCTIONS

PREPARATION **Target Due Date:** 4/17/08 **Actual Completion Date:** 4/20/08

Use this space to document procedures and instructions for the SOW Preparation Phase, defining deliverables and distribution requirements.

Will there be a Content Requirements Checklist?
What format will be used for the SOW and how should the SOW document be classified?
How will the CRC and SOW draft be distributed?

REVIEW **Target Due Date:** **Actual Completion Date:**

Use this space to document procedures and instructions for the Review Phase, defining deliverables and distribution requirements.

Will the CRC be used in the review process?
How will the Reviewer's Checklist and CRC (if applicable) be distributed?
How many Reviewer's will be required?

Actual completion dates should be updated as each phase is completed.

REVISION **Target Due Date:** **Actual Completion Date:**

Use this space to document procedures and instructions for the Revision Phase, defining deliverables and distribution requirements.

How will the Reviews received be organized, analyzed and consolidated?
How will the revised SOW be produced?
Will additional reviews be required, or can the revised SOW be sent directly for approval?
How will the revised SOW be distributed?

APPROVAL **Target Due Date:** **Actual Completion Date:**

Use this space to document procedures and instructions for the Approval Phase, defining deliverables and distribution requirements.

How many approvals are required?
What are the approval terms?
How will pre-defined Approval Agreements be distributed?
How will the signed Approval Agreements be distributed?

Prepared By: *Enter your name.....*

Date: *Set date.....*

Phone: *Input contact phone....*

Email: *Input contact email.....*

PROJECT DELIVERABLES:

The Accounts Payable Upgrade Project will produce the following deliverables:

1. The Accounts Payable Software System will be installed on the existing Accounting department server.
2. All workstations in the Accounting Department will be configured to run the new software.
3. All Accounting Department staff will be trained in the use of the software.

PROJECT SCOPE:**SCOPE INCLUSIONS:**

The scope of work for the Accounts Payable Upgrade Project will include all tasks and activities needed to configure and install the new Accounts Payable software on the existing Accounting Department file server, including the creation of a Supervisor id, and all printer configurations. In additions, all verified Accounting Department desktops will be configured to run the software. All Accounting Department staff will be trained to use the software in training classes provided over a three day period, starting on May 25.

SCOPE EXCLUSIONS:

1. Any non-verified desktops will not be configured. Non-verified desktops are not compatible with the new software, and will not be used to access the system.
2. Accounting Department staff will be responsible for configuring AP accounts, adding vendor data, and the creation of software user accounts. The activities are therefore outside the scope of this project.
3. Satellite office installation is not included in the scope of this project.

ESTIMATED COSTS:

The estimated cost of this project is \$10,000, including software, training and staff overtime. This cost estimate is preliminary. Currently, no contingency funds have been allocated to cover cost overruns.