

Statement of Work Checklist

- 1) **Work to be done:**
 - a) What work is to be done under this contract?
 - b) Who will do the work?
 - c) Where will the work take place?
 - d) Are there any due dates along the way?
- 2) **Does the Contractor produce a product for [AGENCY] under this Contract? (A report, presentation, training, etc.)**
 - a) When will the product be delivered to [AGENCY]?
 - b) How will the product be accepted by [AGENCY]?
 - c) Will [AGENCY] be given time to reject the product?
 - d) Will the Contractor be given time to cure the faulty work?
- 3) **How will [AGENCY] monitor the progress of the work?**
 - a) Will there be monthly reports from the Contractor?
 - What does [AGENCY] require to be put in the report by the contractor?
 - When does the report need to be submitted to [AGENCY]?
 - b) Will [AGENCY] visit the site?
 - When will the visit take place?
 - What will be looked for during the site visit?
 - c) Are there outcomes built into the work to be done so that the work can easily be measured?
- 4) **How will the quality of the work be judged?**
 - a) Will [AGENCY] have an evaluation process? Who will be a part of the process?
 - b) If there is a training or presentation, will there be an evaluation form?
 - c) What will the [AGENCY] be focusing on when evaluating the outcome or product?
- 5) **If you need to terminate the contract, what are your criteria for that judgment?**
- 6) **Are there other matters important to the duties of [AGENCY] or the contractor that have not been mentioned or described? State them and explain them.**
- 7) **Identify the funds [AGENCY] will use to pay for work done by the contractor. How will [AGENCY] pay the contractor? When will payments begin and end?**
- 8) **Which program will [AGENCY] authorize to monitor this contract? Who is the Program Manager? Who is authorized to sign the contract for [AGENCY]?**

Writing Clear Statements of Work

- ❖ Identify clear outcomes
- ❖ Organize your SOW with headings
- ❖ Describe how performance will be evaluated or monitored
- ❖ Use clear language
 - Identify acronyms
 - Identify brief names
 - Define key terms and jargon
 - Describe tasks and obligations
 - Use unambiguous language
 - Eliminate vague language
 - Be precise
- ❖ Use clear language - cont.
 - Use active voice
 - Make sentences as short as possible
 - Eliminate unnecessary words
 - Group like tasks together
 - Ensure smooth text flow
 - Use consistent terminology
 - Use lists
 - Use mandatory language to indicate obligations
 - Avoid philosophical statements
 - Use emphasis sparingly

Read Every Word!