

Statement of Work Template

1. Background

Provide background information on the organization to set the context for the proposed work.

2. Objectives

The objectives are well-defined statements of the results to be achieved in order for the overall mission of the work to be accomplished. They should be quantifiable criteria that must be met for the work to be considered successful.

3. Scope of Work

This section indicates the level of effort needed to complete the work. It should be limited to what is necessary to convey the intent of the contract. It may include an outline of the extent of the work, a brief overview of the steps of the project, a brief description of the methodology to be used, and a description of the location of the work.

4. Tasks/Deliverables

Tasks are activities and milestones that should be completed to accomplish the contract objectives. The tasks may be structured by milestones, deliverables, or processes.

The following may be part of this section:

- A clear delineation of responsibilities;
- A detailed description of each work element;
- The approach or methodology;
- Timelines and deliverable requirements with each task description;
- Support that is required in terms of equipment, staffing, computers, software, or subcontractors, as applicable;
- A clear description of any specific equipment or software compatibility requirements; and
- Identification of instruments (e.g. surveys, questionnaires) that will be used and/or documentation that must be followed or used as guidelines.

5. Time Frame

Specifies time frames as they apply to completion of tasks, milestones, and/or completion of the entire contract. Should state what the contractor is responsible for delivering during the course of the work and at the end of the project, as applicable.

6. Costs

Specifies costs associated with all tasks to be performed. Include hourly/flat rate for professional fees, inclusive of HST.

7. Signatures from Involved Parties

Include signatures from the organization and the contractor, along with their titles/positions and date.