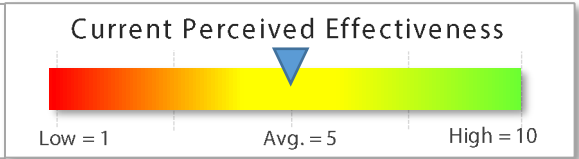




Scope of Work Checklist

Client: Insert Name of Organization
 Project: Insert Name of Project
 Date: Insert Date



OBJECTIVE

A 100% perfect Scope of Work (SOW) does not exist. The real objective is to create an **effective** SOW.

WHAT IS AN EFFECTIVE SOW?

An effective SOW gives Expert Suppliers information needed to prepare an accurate proposal response. This checklist provides a list of minimum elements to consider when developing an Effective SOW.

SOW Element	STATUS	ASSESSMENT
SECTION 1 – SCOPE SUMMARY		
Project Overview: clear, concise, & easily understandable (1-2 paragraphs max)	Complete	1 5 10
Goals, Objectives & Motivation: primary business drivers and purpose	In-Progress	1 5 10
Key Measures of Success: top 3-5 quantifiable metrics (cost, time, quality)	Incomplete	1 5 10
SECTION 2 – CURRENT CONDITIONS		
Overview: clear, concise, & easily understandable description of current state	Incomplete	1 5 10
Figures, Diagrams, & References: supporting docs to describe current state	Incomplete	1 5 10
Pain Points: biggest dislikes, problems, challenges that must be fixed	Incomplete	1 5 10
Strengths: aspects that should remain or be built upon	Incomplete	1 5 10
Volumes/Quantities: describe the level of current operations	Incomplete	1 5 10
Other: other miscellaneous information to paint the picture of current state	Incomplete	1 5 10
SECTION 3 – DETAILED REQUIREMENTS		
Overview: clear, concise, & easily understandable description of future state	Incomplete	1 5 10
Figures, Diagrams, & References: supporting docs to describe future state	Incomplete	1 5 10
Transition/Migration: efforts to move from current state info into future state	Incomplete	1 5 10
SECTION 4 – DETAILED REQUIREMENTS		
List of Requirements: itemized, organized, categorized	Incomplete	1 5 10
Project Deliverables: tangible outcomes to be produced by the supplier	Incomplete	1 5 10
Minimum Qualifications: pass/fail elements	Incomplete	1 5 10
SECTION 5 – SCHEDULE REQUIREMENTS		
Schedule Constraints: clear and transparent identification of timing needs	Incomplete	1 5 10
SECTION 6 – BUDGET REQUIREMENTS		
Budget Constraints: clear and transparent identification of financial needs	Incomplete	1 5 10
SECTION 7 – UNIQUE CONSIDERATIONS		
What may be unusual in your environment (vs. the supplier's other clients)?	Incomplete	1 5 10
Unknowns & Assumptions: list any conditions that are unknown or assumed	Incomplete	1 5 10

For additional information, please contact Jeff Sawyer at jeff@simplar.com