



System Development and Life-Cycle Management (SDLCM) Methodology

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| Subject Statement of Work | Type | Standard |
| | Identifier | S-1053 |
| | Effective Date | February 2002 |
| | Revision No. | 1 |

Approval

CISSCO Program Director

A. PURPOSE

This standard specifies the content and format requirements for the Statement of Work (SOW).

B. APPLICABILITY

This standard applies to all NRC Project/Tasks, subject to the SDLCM Methodology, that plan to contract, via CISSCO or other contract vehicle, for any necessary resources (for example, staff, technology, equipment, training) to support the Project/Task.

C. REFERENCE PUBLICATIONS

The following publications contain related information:

- *SDLCM Methodology Handbook*, Component 2

D. STANDARD

An SOW is the Project manager's description of the resources required from a contractor who will provide them. It serves as the basis of a contractual agreement with the supplier for the acquisition of resources required for the Project/Task.

Any number of Statement(s) of Work may be generated as an output of an activity of Component 2, Acquire Support Resources, of the SDLCM Methodology. The following examples illustrate the format (embedded in another document or stand alone), preparer (Project manager or contractor), and recipient (contractor, subcontractor, or vendor) of an SOW:

- An SOW may be written by the contractor as a deliverable of Component 2 activities to identify the work required during future SDLCM Methodology Components applicable to the Project/Task.
- An SOW may be included as the definition of the work to be performed or the resources to be provided by a subcontractor, other contractor, or vendor.

The following paragraphs describe the content of each section of the SOW.

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1. INTRODUCTION

1.1 Background

Describe the client’s business and identify how the requested resources will fit into the overall Project/Task.

1.2 Objectives

Specify the Project/Task objectives and critical functions the requested resources should achieve.

Include the specific requirements for the resources. Based on the overall Project/Task schedule, identify the milestones that must be met by the resource provider.

1.3 Scope

Identifies the aspects of the Project/Task, such as customers, products, processes, organizations, locations, or applications, to be included in this acquisition of resources and those to be excluded. Identify other external influences and impacts, such as interfaces, customer needs, and regulatory requirements, to be addressed. Describe the work activities to be completed and the work products to be delivered.

2. APPROACH

Specify the approach required, if applicable, to achieve the results and any Project management standards that will be used to control and monitor the acquisition of the resources.

3. CLIENT RESPONSIBILITIES

Identify the client’s (that is, the Project/Task) responsibilities in acquiring the requested resources. These responsibilities could include such items as equipment or software specifications or skills required of personnel resources. Note: The Project/Task must understand not only its responsibilities but also the impact on the supplier of the resources and the Project/Task if these responsibilities are not fulfilled.

4. COMPLETION CRITERIA

Identify the major work products that must be accepted by the Project/Task before the contract for the requested resources can be considered complete.

In the case of equipment (hardware or software) or training, include any necessary documentation as work products.

In the case of requests for staffing to perform specific function, include any status reports or reviews as work products.