

Statement of Work

January 10, 2003

<Name>
<Division>
<Address>

Dear <Name>:

BITS has authored this Statement of Work memorandum to the <Division>. This memorandum documents the parties' mutual understanding as to how BITS will provide support to the Division.

This memorandum contains the following sections:

- Project Objectives
- Project Scope
- Project Approach
- Project Deliverables
- Project Staffing
- Project Schedule
- Project Assumptions
- Project Budget

Project Objectives

BITS understands that the Division's objectives for this Project are for BITS to:

- Objective 1
- Objective 2

Project Scope

The scope of the Project is outlined as follows in support of the Division's achievement of its primary objectives for this project:

- Scope item 1
- Scope item 2

Exclusions to Project Scope

- <list any exclusions>

Project Approach

<Provide description of project approach>.

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Project Deliverables

The BITS Team will develop the following deliverables and work products during the course of the Project:

- Deliverable 1
- Deliverable 2
- Weekly status reports

Deliverable 1 - <provide a description of the deliverable, the responsibilities of the Division to create this deliverable and the responsibilities of BITS to create this deliverable>

Deliverable 2 - <provide a description of the deliverable, the responsibilities of the Division to create this deliverable and the responsibilities of BITS to create this deliverable>

Weekly status reports - <provide a description of the deliverable, the responsibilities of the Division to create this deliverable and the responsibilities of BITS to create this deliverable>

Project Staffing

We anticipate obtaining the services of the following personnel for this Project:

- <provide name, role, timeframe on project>

Project Schedule

We anticipate that the BITS Team will provide services for (elapsed time), starting on <date> and completing on <date>. <provide milestone dates>

Project Assumptions

The following are some of the assumptions and expectations that have been used to develop this Statement of Work and will be considered an integral part of this arrangement. Any deviation from the Project assumptions may cause changes to the Project schedule, deliverables, and level of effort required to perform the services covered by this Statement of Work.

- Assumption 1
- Assumption 2

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Project Budget

The BITS Team will perform the services and produce the deliverables described with a budget of <insert budgeted hours> and with the cost codes identified in the Cost Benefit Analysis. The BITS Team will work with the Division to help manage the scope of the Project within this budget. The Cost Center, Project and Function Codes for this initiative are <place codes here>.

Very truly yours,

<Name>

Bureau of Information Technology Services

Accepted by:

<Division Representative>

<Division>

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Process Evaluation – *The following section is intended to elicit your feedback on the tools used to capture information within the IT Investment Process. Your comments will be used to evaluate the effectiveness of the process and tools from the participant's perspective and to identify opportunities for improvement. Please take a few minutes to complete this section when you have completed the rest of the tool. Your feedback is greatly appreciated.*

How long did it take you to complete this form?

Project Sponsor or Project Team -

BITS -

Did the effort help you in evaluating/planning/managing the project?

Project Sponsor or Project Team -

BITS -

What suggestions do you have for changes?

Project Sponsor or Project Team -

BITS -