

(Insert Company Name and Logo at the Top)

Statement of Work
For
(Engagement Name)

Prepared By: xxxxxxxxx

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(Project Name)
Statement of Work
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(Project Name) Statement of Work

The purpose of the Statement of Work (SOW) is to lay out the specific parameters of a vendor – customer relationship. That is, the vendor will be doing some work for the customer, within some context, for a certain price. These statements of work can be very general and short. For instance, for contract labor you may state that the contractor will work at the direction of the customer for a certain hourly rate, with all management and direction provided by the customer.

At the other extreme is a contract for fixed price work where the Statement of Work would get very specific in terms of the deliverables, schedule and price.

In some companies the Statement of Work can also be used for internal client relationships, where one organization is doing work for a second organization. One caution is that the SOW is not a Project Definition. It contains some similar sections, but the purpose of the SOW is not to precisely define the project, as much as it is to define the high-level work, and the working relationship and parameters. The SOW might make reference to a Project Definition document and workplan if it is important to commit to the details of the project as well.

The full template is available in the Download Library for Licensed Users.