

Statement of Work

An SOW helps you align on some of the specifics around a contractor job. It helps you communicate how you want the work to be done while giving them a lot of the information they will need to do their job. It details the job from start to finish to help eliminate confusion for the contractor and ensure you're both on the same page.

Client Name	
Contractor Name	
Date	

INTRODUCTION

Outline the project, who is involved, and who is the project manager.

PROJECT PURPOSE AND OBJECTIVES

Explain the purpose of the project and what you need from the contractor. Answer questions the contractor may have about deliverables, ROI, and what meeting expectations will look like.

SCOPE OF WORK

Explain what needs to be completed and what processes you would like them to use to complete the work. Outline the time frame you need the work to be completed in. List the resources (tools, software, etc) they will need to complete the project.

LOCATION

Explain where the team will be working, and whether the contractor will be remote. If the team will be remote, list out which tools will be used to communicate and work together effectively.

SCHEDULE

Tie deliverables and project milestones to deadlines and include who is responsible for each deliverable. Include all phases of the project, from start to finish.

PLAN FOR COMMUNICATION AND REPORTING

Define how often there will be check-ins between the hiring manager and contractor. Set expectations for how to best communicate if either party has questions for the other between check-ins.

STANDARDS AND TESTING

Lay out industry-specific standards or testing that will need to be applied to the project, if applicable. Make this portion as detailed as possible. Define who will administer tests and ensure the work is up to correct standards and what the process for that would look like.

DEFINING SUCCESS

Explain what success should look like for this project and any ways it will be measured.

REQUIREMENTS

If you require certifications or degrees for the contractor, outline them here. If the contractor will need to travel for the job, list details. If there is any additional equipment they will need, list it here. Cover any other requirements you will need from the contractor that have not already been listed.

PAYMENTS

Set a schedule for payments and explain whether the payments will be made in installments throughout or when the work is completed. Define what payment method will be used to deliver payments.

MISCELLANEOUS

Every project is different and requires different needs. Anything that hasn't been listed above but is important enough to note/would help the contractor succeed should be included here.

CLOSURE

List who will review and approve the work once it is completed. Outline what will happen if revisions are required or the quality of work is not accepted by this person.

SIGNATURE

Always get your SOWs signed by an authority figure from both parties.