Canadian Forces Morale
and Welfare Services

Statement of Work (SOW)

Insert name of Base/Wing/Unit/HQ

Insert Project Name



1. Objective

The objective identifies the operational requirement and end result of the project.

1. Project Background

The background generally describes the requirement and provides an understanding of the organization’s objectives and mandate.

1. Scope of Work

This section should highlight what is included in the scope of the project in broader terms. Describe the operational requirements at a high level. Each requirement identified in this section should be further broken down into a number of deliverables and tasks that will be defined in sections 7 and 8 below.

1. Location of Work

Specify the location details.

1. Period of Performance

Specify the period of performance.

1. Travel

Describe travel requirements.

1. Deliverables

This section identifies the tangible outputs that the contractor must produce in order to meet its contractual obligations as outlined in 3. Scope of Work above. Clearly list the requested schedule for the delivery date of each deliverable. Provide sufficient information so that all parties understand what will constitute completion of a phase or milestone in the work.

Insert deliverables

Insert deliverables

Insert (add lines as necessary)

1. Tasks

This section should provide a precise and systematic description of each individual task to be performed by the contractor in order to supply the deliverables identified in section 6. above. List the requested schedule for each task or milestone.

Insert Task

Insert Task

Insert Task (add lines as necessary)

1. Acceptance Criteria

The acceptance criteria for each deliverable must be explicitly identified, referencing, where possible, exact specifications.

Specify how the payment schedule will be matched to the measurement of performance throughout the contract.

1. Assumptions and Constraints

Any issues or constraints that may affect the cost, time or performance of a task must be identified in this section.

1. Applicable Standards

Specify any industry standards, if applicable.

1. Contractor Qualifications

Identify certifications and qualifications required by the contractor in order to perform the work.

1. Applicable Documents

If required.

1. Special Requirements

Security requirements, for example.

1. Reporting

Specify the reporting requirements including frequency. Monitoring the work Is critical to ensuring that the project stays on track and that milestones are met, services are provided as required, goods are delivered, or deliverables provided in accordance with the terms. Identifying reporting mechanism that enables such monitoring is very important.

It is recommended that specific format requirements for reports be included as an appendix if it is lengthy and detailed.

1. Contracting, Project and Technical Authority

|  |
| --- |
| Contracting Authority |
| Attention: |  |
| Address: |  |
| Email: |  |

|  |
| --- |
| Project Authority |
| Attention: |  |
| Address: |  |
| Email: |  |

|  |
| --- |
| Technical Authority |
| Attention: |  |
| Address: |  |
| Email: |  |

1. Warranty

Insert warranty requirements.