

Simplified Acquisition Work Statements (1 day)

COURSE PERSPECTIVE

This course focuses upon developing the key document in the purchasing - a statement of work (SOW) - and stresses legal dos and don'ts as well as steps for developing clear, complete, and concise SOWs for purchase orders. Activities focus on Q&A and discussion of how course principles and recommended steps apply to participant requirements; work group exercises focus on developing key work statement components, participant critique of sample SOWs, and participant review of a model SOW.

COURSE CONTENT

- Recognize the role/importance of the SOW in the purchasing process.
- Define key terms including *specification*, *purchase description*, and *scope of work*.
- Distinguish performance from design specifications and know when each is appropriate.
- Common problems in developing a SOW and how to avoid or resolve them.
- Conducting market research for gathering work statement information.
- Applying a standard format for displaying work statement information.
- Recognizing when a SOW introduction is needed and preparing a concise problem/purpose statement.
- Preparing a complete listing of tasks or services using a work breakdown approach.
- Specifying deliverables and related acceptance criteria for products, documents, and services.
- Differentiating deliverables from submittals and knowing when/how to include submittal requirements.
- Specifying government-furnished property requirements.
- Applying effective techniques for writing and editing SOWs.

COURSE MATERIALS

Attendees receive a student guide comprised of 2 chapters, including easy-to-understand examples, application exercises, and case studies. This guide serves as an excellent desktop reference for later use.

COURSE COMPLETION REQUIREMENTS/CLPs

Eight (8) continuous learning points (CLPs) are issued for successful course completion based on 100% attendance. The instructor may grant up to 30 minutes of excused absence.