

Writing Statements of Work (2 days)

COURSE PERSPECTIVE

A statement of work (SOW) is the most important document in the acquisition process. It sets forth technical requirements and is the baseline for measuring successful performance. This course stresses legal do's and don'ts as well as procedures and steps for developing clear, complete, and concise SOWs for new acquisitions and task orders. This course is "hands-on," using examples and application exercises to show how SOWs should be prepared.

FAC-COR COMPETENCIES

This course addresses the FAC-COR technical competency for *Acquisition Planning* [Indicator 2.2]

COURSE CONTENT

- Identify essential SOW components and their interrelationship.
- Obtain sample SOWs, screen databases, apply ChatGPT, and solicit input for SOW development.
- Apply the POWER approach, job analysis, and work breakdown approaches to prepare a SOW.
- Define the scope of work, specific tasks, and related deliverables.
- Specify government and contractor-furnished resources.
- Define acceptance criteria for services, documentation (including reports), and products.
- Format and present SOW information in a manner that facilitates communication and understanding.
- Avoid common SOW writing mistakes.
- Content and copy edit an SOW.
- Link a quality assurance surveillance plan to an SOW.

COURSE MATERIALS

Attendees receive a student guide comprised of 5 narrative chapters, including easy-to-understand examples, application exercises, and case studies. This guide serves as an excellent desktop reference for later use.

Course handouts include sample completion and term form SOWs, professional and nonprofessional services format, and a labor category/rates table.

COURSE COMPLETION REQUIREMENTS/CLPs

Sixteen (16) continuous learning points (CLPs) are issued for successful course completion based on 100% attendance. The instructor may grant up to 1 hour of excused absence.