

## Statement of Work (SOW) & Performance Work Statements (PWS)

**Length:** 2 Days

**Overview:** The Statement of Work (SOW) is the foundation for the majority of our contracts. Our starting point is knowing the types of SOWs available to us. The types you will work with include the performance work statement (PWS), statement of objective (SOO) and a designed based generally referred to as the statement of work. Writing an effective SOW is essential to achieving best value. We look at the development of the SOWs and the primary sections of each type. Not only will you highlight each part of the SOW, but you will also examine a SOW from a contractor's perspective highlighting the important information of each type. You will learn best practices, analyze legal cases, and recognize the impact your work has on cost, schedule, and quality.

**Objectives:**

- Analyze a mission need to determine the actual requirements
- Determine the types of SOWs to meet requirements to include a design SOW, PWS or SOO
- Determine the process steps needed to develop a SOW/PWS/SOO using the seven step Service Acquisition Mall process
- Select an appropriate statement of work (SOW) type that satisfies the government requirements
- Describe all aspects of the work to be done in a way that will be understood by offerors
- Write a SOW that is free from ambiguities and will result in responsive, competitive proposals
- Evaluate the impact of a SOW on achieving best value throughout the acquisition process
- Review legal case that highlight issues with SOWS.

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## COURSE CONTENT

### Overview of Statements of Work

#### Developing a design based Statement of Work

1. Defining the Requirement
2. Describing the Work in Detail
3. Writing the SOW
4. Administering your SOW

#### Developing the Performance Work Statement

1. Form the team
2. Review Current and historical requirements strategy
3. Conduct Market Research
4. Risk Analysis
5. Requirements Development
6. Develop the PWS
7. Develop the Quality Assurance Surveillance Plan
8. Complete PWS

#### Develop the Statement of Objective

#### Summary