**STATEMENT OF WORK**

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| --- | --- |
| **Project Title** |  |
| **Company Name** |  | **Client**  |  |
| **Project Manager** |  | **Date Submitted** |  |
| **Author** |  | **Version** | **0.0.0** |
| **Project Begin Date** |  | **End Date** |  |

1. **INTRODUCTION**

Statement of Work Summary: What does the project work to achieve?

1. **Background**

What led to the necessity of this project

1. **Scope of Work**

What does the project entail? What are the delivery methods?

1. **Objectives**

What does the project entail? What are the delivery methods?

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| **OBJECTIVE** | **RATIONALE** |
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1. **TASKS / ACTIVITIES**

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| **TASK #** | **DESCRIPTION** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |

1. **SCHEDULE**

State Period of Performance. List Milestones Below.

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| **TASK #** | **DUE DATE** | **DELIVERABLE DESCRIPTION** |
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1. **TERMS OF PAYMENT**

**Fee Summary**

Storage, Personnel, Training, Implementation Costs

**Fee Breakdown**

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| **RATE SCHEDULE** |
| **ESTIMATED COST** | **DELIVERY SCHEDULE** | **DESCRIPTION** |
| $500 |  |  |
| $200 |  |  |
| $75 per hr. |  |  |
| $500 |  |  |
| **PAYMENT TERMS** |
| **COMPLETION DATE** | **PAYMENT DUE** | **PHASE / WORK DESCRIPTION** |
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1. **PROJECT REQUIREMENTS**

**Agency Responsibilities**

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**Client Responsibilities**

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**Mutual Responsibilities**

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1. **PROJECT RISKS**

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| **PROJECT RISKS** |
| **ISSUE / RISK** | **MITIGATION / CONTINGENCY** |
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1. **STANDARDS AND COMPLIANCE**

**Communications Plan**

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**Quality Management Plan**

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**Training Plan**

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**Standard Compliance**

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**Regulatory Compliance**

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**Privacy Adherence**

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1. **BUSINESS TERMS / CONDITIONS**

**Contract Modifications**

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**Confidentiality**

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**Termination**

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1. **COMMENTS AND APPROVAL**

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1. **AUTHORIZATION**

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| **AUTHORIZATION** |
| **CLIENT** | SIGNATURE |  |
| PRINTED NAME |  |
| DATE |  |
| **PROVIDER** | SIGNATURE |  |
| PRINTED NAME |  |
| DATE |  |