

Statement of Work

What Is a Statement of Work (SOW)?

A Statement of Work (SOW) defines all aspects of a project. It sets expectations, goals, schedule, and pricing. Think of it as a roadmap. Without it, you're saying "Build me a house" without mentioning the size, style, or deadline. The SOW forms the foundation for your project plan. It needs to be detailed, precise, and clear.

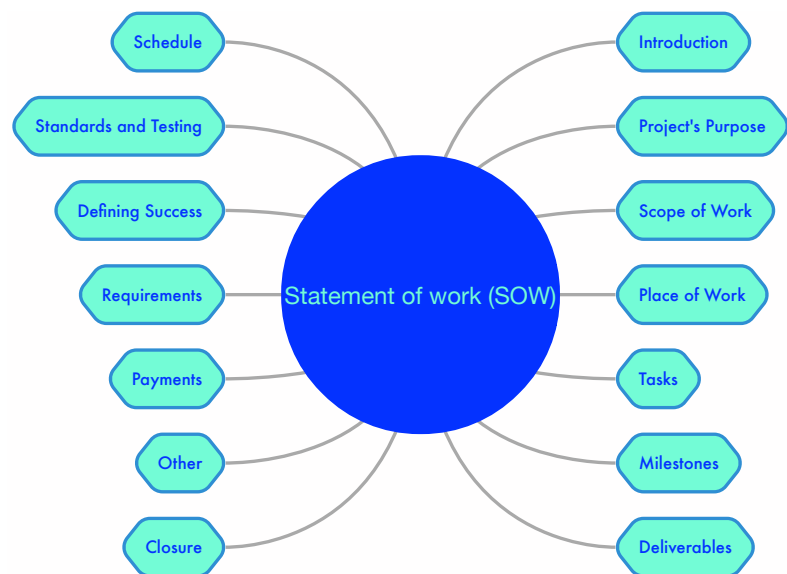
Why Is a Good SOW Important?

A vague SOW causes confusion and conflicts. When multiple parties are involved, clear definitions prevent disputes. This applies to both internal teams and external suppliers.

A great SOW guides the entire project. It reduces confusion, builds trust, and drives success. Invest the time to do it right.

A well-written SOW:

- Sets project expectations.
- Aligns stakeholders.
- Reduces risk.
- Clarifies success criteria.



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SOW Checklist

Here are 19 tasks to consider when setting up a Statement of Work.

- ☐ Define project purpose and goals.
- ☐ List all project participants.
- ☐ Clarify the full scope of work.
- ☐ Describe the work location(s).
- ☐ Break down tasks into detailed steps.
- ☐ Set clear milestones and dates.
- ☐ List all deliverables with specifics.
- ☐ Create a flexible, reviewable schedule.
- ☐ Specify industry standards and test methods.
- ☐ Define what success looks like.
- ☐ Include all project and team requirements.
- ☐ Define payment terms and methods.
- ☐ Add any extra information or constraints.
- ☐ Establish the closure and sign-off process.
- ☐ Use precise, understandable language.
- ☐ Include signature fields for stakeholders.
- ☐ Account for change management procedures.
- ☐ Involve legal input if necessary.
- ☐ Address risk management strategies.

Tip

Want to learn more about SOWs? Check out [our blog](#) [↗] to read on.

[Written in adoc Studio.](#) [↗]