STATEMENT OF WORK

Sponsor: Project Name

Revision Date

**Team: Student-1 (Major), Student-2 (Major), …**

## Background and Motivation

Write 2-4 paragraphs to state the following issues:

* Who is the project sponsor?
* Who is the customer?
* What is the problem that the team is going to solve?
* Why is it important for the sponsor to solve the problems? (What is the sponsor’s motivation to solve the project?)

## Long Term Objectives and Customer Payoff

Write 1-2 paragraph to state the following issues:

* It typically takes two or more semesters to complete a project. What does the sponsor plan to gain from successful completion of the project?
* How will the results benefit the sponsor (customer)?

## Current Semester Objectives

Write a clear statement of the project scope for this semester. What are the valuable results that the team will produce and deliver to the sponsor (customer) in the semester? These should include commitments by your team and should be project-specific, not generic. Occasionally, to avoid misunderstanding, you may state out of scope items, i.e., things you will not do, as needed.

Example:

* In Scope: Developing an Android smart phone application.
* Out of Scope: Developing an iOS version.

If objectives are presented as a list, add a paragraph that introduces the purpose of the list.

## Engineering Tools and Methods

Translate the semester objectives into engineering problems and provide specific information on the **technical aspects** of how the team will solve them. Do not present the generic design process because teams are expected to follow that. Make this specific to your particular project. Do not present your team’s management approach as all teams should use good project management techniques.

## Deliverables and Dates

Deliverables are used to determine whether or not the semester goals are met. List specific high-level project deliverables that will be provided to your sponsor, not tasks, with the delivery dates. Include intermediate deliverables as needed. For example, preliminary versions of software can be released. Typically six to eight deliverables (milestones) are adequate for summarizing your project results. Do not include course items, such as the mid-term report. Dates reflect a good first approximation of the project schedule.

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| **Deliverable** | **Date** |
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Note: The length of a Statement of Work should be 2 ~ 3 pages.