

ASSIGNMENT 3

Qn. 1

Statement of Work (SOW). It is a formal document that defines the entire **scope** of the project and clarifies deliverables, costs, and timeline; it establishes expectations and agreements about the project. In other words, statement of Work is a document that describes what needs to be done.

SOW includes all the work requirements for a specific project and addresses the performance and design requirements at the same time.

Statement of work may differ from one project to another; however all statements of work should include the following information:

- i. Purpose, The statement of work should highlight the reason behind the established project.
- ii. scope, Everything to be included in the project are stated and described under this section. It also predicts how big the project will be. All work to be done are described in technical manner.
- iii. Deliverables, the statement of work should indicate expected outcome or results of the project. This is important to help the project team to keep focused as they carry on the project.
- iv. Goals and objective, minimum requirements for accepting deliverables are defined here. It also describes the criteria used for acceptance.
- v. cost and schedule estimates, The statement of work should also clearly give the cost estimate and plan on how to meet delivery schedule. Well researched can help optimization of the resource allocation in order to maintain the profit margin.
- vi. stakeholders, project team and their responsibilities should be identified.
- vii. communication plan, the SOW should show proper communication plan.

Qn. 2

Project Deliverable is a term used in project management to describe a tangible or intangible object produced as a result of the project. This can be a product, process, a plan, a policy, or report. Deliverables serve as the means by which projects are planned, managed and executed.

REFERENCE

1. Internet;

- i. http://www.tutorialspoint.com/management_concepts/statement_of_work.htm
- ii. <https://www.ittoolkit.com/how-to-it/projects/project-deliverables.html>
- iii. Wikipedia

2. Preparing for the Project Management Professional (PMP) Certification Exam, By Michael W. Newell, 2005