

Drafting a Strong Statement of Work (SOW)

Scope. This is a broad statement about the work to be performed.

Ex. Vendor shall perform assessment and disposition of existing server infrastructure. This includes, but is not limited to, analyzing the current inventory of servers to determine whether each server should be decommissioned or migrated, and if migration is warranted, executing the necessary steps to migrate and cut over server to the designated target environment.

Deliverables. A tangible result, product, or service that the vendor is contractually required to produce. Must be clearly defined, action-oriented, and within the scope of the project.

Ex: “Develop a data migration strategy document” or “Configure and deploy server environment”

Timeline. Overall schedule for the project, including start and end dates, and the sequence and duration of all major tasks and phases.

Milestones. Significant events, checkpoints, or stages in the project that mark progress toward completion.

Ex: “Completion of system design phase” or “User Acceptance Testing begins”

Relationship Between Deliverables, Timeline, and Milestones

- Milestones help structure the timeline and track progress.
- Deliverables are tied to milestones and accepted on a timeline.
- Payments are tied to acceptance of deliverables.

Best Practices for Drafting SOWs

Align payment with deliverables or milestones

Use objective, measurable language

Clarify roles/responsibilities (who does what, when)

Enumerate all sections and subsections

Draft SOWs for discrete work

Avoid boilerplate provisions

No marketing fluff—no proposal-type language