



## Statement of Work Outline/Checklist

### **1 PROJECT IDENTIFICATION**

- 1.1 Project Request/Business Problem
- 1.2 Background
- 1.3 Business Requirements
- 1.4 Project Acceptance Criteria

### **2 SCOPE OF EFFORT**

### **3 MANAGEMENT APPROACH**

- 3.1 Productivity Management
- 3.2 Required Management Resources
- 3.3 Team Roles & Responsibilities
- 3.4 Communications Management
- 3.5 Issues Management
- 3.6 Change Management
- 3.7 Risk Management
- 3.8 Acceptance Management

### **4 DEVELOPMENT APPROACH**

- 4.1 Project Phases
- 4.2 Functional Requirements
- 4.3 The Content Specification
- 4.4 Quality Assurance Approach
- 4.5 Training Approach

### **5 TECHNICAL APPROACH**

- 5.1 Hosting
- 5.2 Development Environment
- 5.3 Utility and Business Plugins
- 5.4 Site Layout and Branding
- 5.5 Deliverables

### **6 UPDATED TIME AND COST ESTIMATES<sup>0</sup>**

- 6.1 Original Estimate Ranges
- 6.2 Completed Activities
- 6.3 Time Estimate to Complete the Project
- 6.4 Cost Estimate to Complete the Project
- 6.5 The Change Budget
- 6.6 Basis for Exceeding the Original Estimate



**APPENDIX A – APPROVED PROPOSAL**

**APPENDIX B – VISUAL SITE MAP**

**APPENDIX C - PROJECT PLAN**

**APPENDIX D – APPROVED FUNCTIONAL REQUIREMENTS**

**APPENDIX E – APPROVED CONTENT SPECIFICATION**

**APPENDIX F – APPROVED PLUGINS DESCRIPTION DOCUMENT**

**APPENDIX G – APPROVED LAYOUT AND BRANDING SPECIFICATION**

**APPENDIX H – SAMPLE PROJECT FORMS**

- Project Status Report
- Change Request Form
- Deliverable Acceptance Form
- Final Project Acceptance Form

**APPENDIX I – MINIMUM VIABLE WEBSITE (*OPTIONAL*)**

**APPENDIX J – FREQUENTLY ASKED QUESTIONS**

**APPENDIX K – WEBSITE CARE HANDBOOK/AVAILABLE CARE PLANS (*OPTIONAL*)**