**STATEMENT OF WORK**

***Delete the text in blue before saving as final.***

**Scope of Work**

Describe the work to be performed by the Supplier, list any specific project goals, objectives, and any related phases for which the Supplier is responsible. *This section of the Statement of Work should provide a brief statement of what you expect to accomplish as a result of this scope of work. While specific deliverables and tasks will be presented in the Work Requirements section, this section should highlight what is and is not included in the scope of the project in broader terms.*

*See example scopes of work* [*here*](https://shsu.edu/dept/office-of-research-and-sponsored-programs/submissions-and-awards-pages/SOW-Examples.pdf?language_id=1)*.*

**Schedule/Milestones/Tasks**

*This part of the Statement of Work should define the schedule of deliverables, break-down of tasks, and milestones for this project. Since the SOW often accompanies the RFP for the project, it is imperative that all milestones, tasks, and schedule information are as accurate as possible since vendors will need to consider these items in their proposals.*