

Professional Statement of Work (SOW) Template for Government Contracts

This **Professional Statement of Work Template** is specifically designed for government contracts, ensuring clarity and compliance with official requirements. It provides a structured format to outline project deliverables, timelines, and responsibilities effectively. Utilizing this template helps streamline contract management and enhances communication between stakeholders.

1. Project Information

Project Title	[Enter project title here]
Contract Number	[Enter contract number]
Agency / Department	[Enter agency or department name]
Period of Performance	[Start Date] – [End Date]
Point of Contact	[Name, Email, Phone]

2. Scope of Work

Provide a high-level overview of project objectives and the major tasks to be completed:

- **Background:** [Brief description of context and background]
- **Objectives:** [State the specific goals of the project]
- **Scope:** [Define boundaries, inclusions, and exclusions]

3. Deliverables & Milestones

Deliverable	Description	Due Date	Acceptance Criteria
[Deliverable 1]	[Summary of deliverable 1]	[Due Date]	[Acceptance standards]
[Deliverable 2]	[Summary of deliverable 2]	[Due Date]	[Acceptance standards]

4. Roles and Responsibilities

Role	Responsibility	Assigned To
[Project Manager]	[Overall coordination, reporting]	[Name or Team]
[Technical Lead]	[Technical oversight, review]	[Name or Team]

5. Timeline and Schedule

Provide a timeline overview or attach a Gantt chart as appropriate.

- [Milestone 1]: [Date]
- [Milestone 2]: [Date]
- [Milestone 3]: [Date]

6. Payment Terms

- [Specify payment schedule: milestone-based, monthly, upon completion, etc.]
- [Outline invoice submission and approval process]
- [Detail withholdings, if applicable]

7. Standards and Compliance

- [List government standards, policies, regulations to be complied with]
- [Security and confidentiality requirements]
- [Quality assurance procedures]

8. Change Management

- [Describe process for handling scope changes, approvals, and documentation]

9. Acceptance Criteria

- [Identify criteria and process for deliverable acceptance]
- [Define review and feedback process]

10. Signatures

Name	Title	Signature	Date
[Government Representative]	[Title]	_____	[Date]
[Contractor Representative]	[Title]	_____	[Date]

Template created for government contracting purposes. Modify as needed to meet agency-specific requirements.