

Detail and specificity are important in writing a quality Statement of Work.

Statement of work addresses in detail:

- “What” is wanted
- “When” it is wanted
- “Where & How” it should be delivered
- “How” should it be packaged (if applicable)
- “How, When, and Where” it should be inspected/tested and accepted or reviewed indicating it meets requirements
- “Who” (department or supplier/vendor) is responsible for certain activities (such as certain furnished materials/services, training, follow-on upgrades, maintenance and spare parts replenishment)
- If there will be progress reviews and progress reporting, and if so, “How, When, Where, and by Whom”
- Specialized personnel which may be required
- Other activities that provide a complete description of the requirements to eliminate misunderstanding of what is required by each side of the transaction