

**STATEMENT OF WORK CHECKLIST**  
**CCIT MEETING HANDOUT-NOVEMBER 18, 2009**

- A. Purpose
  - 1. Does the SOW clearly identify the basic purpose of the project?
  - 2. Does the SOW identify the benefits to the State?
  
- B. Deliverables
  - 1. Does the SOW separately identify the products, deliverables or services to be performed or delivered under the contract?
  - 2. Does the SOW answer the questions **who, what, where, when** and **how** with respect to each separately deliverable?
  - 3. Does the SOW provide instructions, specifications or requirements for the completion of each deliverable?
  - 4. Does the SOW provide for State inspection of products or services prior to delivery or completion?
  
- C. Timely Completion
  - 1. Does the SOW identify the completion date for the project?
  - 2. Does the SOW identify the completion date for each separate deliverable?
  - 3. Does the SOW specify the consequences or alternatives if a completion date is not met?
  
- D. Payment
  - 1. Does the SOW identify when payments will be made?
  - 2. Does the SOW identify the amounts and timing of installment payments?
  - 3. Does the SOW identify conditions or performances which must be met or completed prior to payment?
  
- E. Acceptance
  - 1. Does the SOW identify the standards for acceptance of the project?
  - 2. Does the SOW identify the standards for acceptance of each deliverable?
  - 3. Does the SOW provide procedures for accepting or rejecting deliverables?
  - 4. Does the SOW provide a procedure for correcting, modifying or replacing unacceptable deliverables?
  
- F. Risk
  - 1. Does the SOW identify risks attached to project?
  - 2. Does the SOW identify risks attached to individual deliverables?
  - 3. Does the SOW identify a method for mitigating risks?
  - 4. Does the SOW allocate risks between the parties or to a party?
  - 5. Does the SOW contain service or product warranties?