

Scope of Work

A best practice to assist Contract Administrators in the assessment and application of the most appropriate contract strategy based on the specific circumstances of each project.

A scope of work (SoW) sets forth requirements for performance of work to achieve project objectives and the allocation of responsibilities for accomplishing the work. It must be clear, accurate and complete. It has to be read and interpreted by persons of varied backgrounds, including contractors, suppliers, project managers, construction managers, and the contracting officer, and in the worst case, by the courts. Therefore, every effort should be made to craft the SoW to eliminate ambiguity and duplication.

The SOW is only part of the process; it's meant to be a communication tool to describe the technical requirements of the work, and to be read in conjunction with the other parts of the Contract. The SOW overview should be short and succinct. This section shall clearly summarize the work to be done: what's needed? Why is it needed? What will it be used for? Are there any key requirements or constraints that the contractor needs to be aware of?

Definitions / acronyms - all technical terminology specific to the project shall be described and reviewed in conjunction with the contractual terms and & conditions to avoid conflicts or ambiguity.

SOW breakdown / tasks / responsibilities - the "specifics" below describe the "what" of the Scope: the following should be considered:

- Have the boundaries associated with the work been clearly identified?
- Is there a clear breakdown of "who does what" for the Owner and each and every contractor associated with the project?
- Are the owner's responsibilities within the Scope clearly identified?
- Do the contractor's tasks follow proper logic? Should they?
- If a result is expected from a task, is there a proper definition of the acceptance criteria for completion of the task?
- Are the tasks aligned with the provided documents/references?

An exploratory workshop was delivered at the Best Practices Conference in May 2013.

CURRENTLY UNDER CONSTRUCTION – stay tuned for developments at BP 2017.

Documents Included

- (TBD)