



Statement Of Work WORKSHOP (SCC Developed Course)

This course is specifically designed for Acquisition Professionals, Project Managers, Subject Matter Experts, and Contracting Officer's Representatives. In this course, we teach the basic fundamentals and format for writing a Statement of Work. This course combines lecture and intense exercises, and guides the learners from development of a requirement through the writing of a Statement of Work, as well as contract administration. This curriculum is designed to assist in standardizing the SOW process within your agency, and to ensure compliance, auditability, and well formulated requirements to avoid risk.

Learning Objectives

- Define an Overview of the Acquisition Process
- Understand the Roles and Responsibilities of the Acquisition Team
- Understand and Execute the 12 Steps to Creating a Statement of Work
- Create a Uniform and Standardized Outline of the Statement of Work
- Choose the Type of Statement of Work to be Utilized for Specific Requirements
- Author/Draft a Statement of Work from Scratch, Utilizing all Course Curriculum and Exercises

Course Details

- **Course Length** –3 days
- **Continuous Learning Points** (CLPs) – 24
- **Graded Materials Include:** Attendance of all Instructional Hours, Participation, and Course Exercises



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