|  |  |
| --- | --- |
| Internal scope-of-work Agreement  *Focus on results and deliverables. People producing the deliverables choose method and are responsible for results.* | |
| Project: [Enter Project Name here] | |
| This agreement is between [Project office Name Here] and [SUPPORT Group Name Here] for | |
| Project Description: (Describe the *project* scope of work the *project team* is assigned to perform.) | |
| [INSTRUCTIONS: Use the project description/need statements from the Basis Of Design and/or the team mission from the Initiate and Align Worksheet. Describe the results the project will produce and when they will be accomplished. | |
| Support Group Scope of Work: (Describe the work needed from the support group.) | |
| [INSTRUCTIONS: Describe the expectations from the support group.] | |
| Schedule: (Identify deliverables and due dates.) | |
| [INSTRUCTIONS: Identify deliverable milestone dates, major activities, durations, predecessors, successors, and constraints. The project office and support group agree on naming conventions and level of schedule detail. The level of effort may be established at the phase, group or deliverable level. Upon endorsement of the Project Management Plan the start, finish milestone dates and overall schedule is agreed.] | |
| Work Requirements: (Identify inputs from *project team*.) | |
| [INSTRUCTIONS: List items the support group requires from the project office or another support group to accomplish the above scope of work. Identify the party responsible for its delivery and when the items must be provided by; e.g. Bridge Site Data is required from the project office before Bridge and Structures can begin design work and provide an accurate estimate.] | |
| Cost Estimate/Budget Development: (The costs for the deliverables/activities produced by the support group.) | |
| [INSTRUCTIONS: Estimate the costs (planned value) at same level of detail as agreed to for the project schedule. Include an Estimate at Completion, aging plan and appropriate work operation codes. The planned value is created by allocating the project costs to the activity resources or expenses detail. Assign hours by role to activities or cost directly to the activity. Support groups and project office agree on method.] | |
| Risks, Assumptions and Constraints: (Identify issues that may influence decisions and ability to accomplish the work.) | |
| [INSTRUCTIONS: Identify potential risks, constraints or assumptions that may affect the support group’s ability to accomplish the work within the agreed upon project scope, schedule or budget.] | |
| Resources: (identify available resources - human, financial, technical or organizational) | |
| [INSTRUCTIONS: Identify points of contact to accomplish the desired results.] | |
| Monthly Project Updates: (Status updates due no later than the last business day of each reporting month.) | |
| of each month. [INSTRUCTIONS: Provide status updates, include:  a) name of the **deliverable/activity** (as defined in the project schedule);  b) actual **start/finish dates**; c) **percent complete**,  d) remaining duration or expected finish date;  e) remaining costs or hours and  f) an updated Estimate at Completion (EAC) and aging plan. Identify variances to this agreement. Communicate issues, risks or changes that have occurred or are emerging. Provide a “look ahead” (10, 30, 60 days, etc.). | |
| Endorsement: (Identify appropriate authority to endorse this internal scope of work agreement and its inclusion in the PMP.) | |
| Project Manager: | Date Endorsed: Click here to enter a date. |
| Support Group: | Date Endorsed: Click here to enter a date. |

NOTE: This template is a guide/tool to establish expectations between the project team and support group, Tailor to the needs for your project.