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| Internal Scope of Work Agreement  *“This Scope of Work Agreement is focused on results, not methods. It gives people a choice of method and makes them responsible for results.”* | |
| This agreement is between [Enter Project office Name Here] and [Enter Specialty Group Name Here] for | |
| Project: [Enter Project Name here] | |
| Project Scope of Work: (Describes the work the project team is assigned to perform.) | |
| [INSTRUCTIONS: Use the project description and/or team mission from the Initiate and Align Worksheet to describe what work must be done to accomplish the assigned scope of work. Describe what the results will look like, and by when they will be accomplished.] | |
| Specialty Group Scope of Work: (Creates a clear, mutual understanding of what needs to be accomplished by the specialty group. Visualize the desired result.) | |
| [INSTRUCTIONS: Describe what the results will look like and the work the specialty group must accomplish.] | |
| Schedule: (Identifies the deliverables/activities produced by the specialty group and when they will be accomplished.) | |
| [INSTRUCTIONS: Identify the deliverables and/or activities, their durations, predecessors and successors, milestones and constraints. The project office and specialty group determine the naming conventions and level of detail to be documented in the schedule. The planned value may be established at any level in the project schedule; either at the phase level, WBS, deliverable, individual activities or a combination of those. Upon endorsement of the Project Management Plan (schedule) identify start, finish and milestone dates.] | |
| Work Requirements: (Identifies the products required by the specialty group to accomplish the work and when they are needed.) | |
| [INSTRUCTIONS: List items the specialty group requires from the project office or another specialty 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 specialty group.) | |
| [INSTRUCTIONS: Estimate the costs (planned value) with the same level of detail as agreed to with the project schedule. The planned value may be established at any level in the project schedule; either at the phase level, WBS, deliverable, individual activities or a combination of those. Include an Estimate at Completion, aging plan and the appropriate work operation codes. In PMRS, the planned value is created by allocating either the project costs to the activity resources or expenses detail. This is accomplished by assigning a number of hours by role to specific activities or by assigning cost directly to the activity as an expense. Specialty groups and the project office must agree on which method will be followed for this project.] | |
| Risks, Assumptions and Constraints: (Identifies issues that may influence decisions and the ability to accomplish the work.) | |
| [INSTRUCTIONS: Identify current or potential risks, constraints or assumptions that may affect the specialty groups ability to accomplish the work within the agreed upon project scope, schedule or budget.] | |
| Resources: (identifies human, financial, technical or organizational resources to draw on to accomplish the desired results) | |
| [INSTRUCTIONS: Identify the project office and specialty group points of contact and other resources to accomplish the desired results.] | |
| Monthly Project Updates: (Status is as of the last business day of the reporting month.) | |
| Updates must be received from the specialty group by the day of each month.  [INSTRUCTIONS: Provide status updates that include; a) name of the deliverable/activity (as defined in the project schedule); b) actual start/finish dates; c) physical 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 any variances to this scope of work agreement. Communicate issues, risks or changes that have occurred or are imminent. Identify new risks. Provide a (30, 60, 90, etc.) day look ahead, the length of look ahead is agreed to by the project office and specialty group.] | |
| Endorsement: (Identify the 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. |
| Specialty Group: | Date Endorsed: Click here to enter a date. |