

005 Creating a SOW

The screenshot shows the 'Create New Job' page in the talentsource application. At the top, there is a search bar for 'Jobs and People' and user information for 'company' in 'Hope Scott' (Time Zone: GMT, Last Logged in: 31-03-2016, Current date: 31-03-2016). The navigation menu includes Dashboard, Jobs, Timesheets, Reporting, and Admin. Below the navigation, there are tabs for 'Permanent / FTC', 'Temp/Contract Job', and 'Statement of Work'. A section titled 'Start with a previous job or template' contains a search bar for 'Job Name or Id' and a table of previous jobs.

Name	ID	Job Status	Modified Date	Actions
Accountant	860482	New	30-03-2016	Duplicate and Edit View Details

Context

talentsource has been built to handle Statement of Work (SoW) requests. The SoW form will allow you to define project-specific activities, deliverables and their respective timelines. These form a contractual obligation upon the vendor in providing services to the client.

If you are unsure about what you will need to successfully complete the Statement of Work, we have provided a typical list of areas that may need to be included:

Purpose: A purpose statement explaining why we are doing this project.

Scope of Work: This describes the work to be done.

Location of Work: This describes where the work is to be performed.

Period of Performance: This specifies the allowable time for projects, such as start and finish time.

Deliverables Schedule: This part lists and describes what is due and when.

Applicable Standards: This describes any industry specific standards that need to be adhered to.

Acceptance Criteria: This specifies how the stakeholders will determine if the product or service is acceptable.

Special Requirements: This specifies any special hardware, software or specialized workforce requirements.

Type of Contract/Payment Schedule: A breakdown of payments by whether they are up-front or phased.

Miscellaneous: Many items that are not part of the main negotiations may be listed here because they are important to the project.

Creating a SoW Request

1. Click on **Jobs** and select **Statement of Work** from the **Create New Job** screen.
2. Alternatively you can create a SoW from a previous SoW or from a template found on the **Create New Job** screen.

talentsource Search for Jobs and People company Hope Scott
Time Zone : GMT
Last Logged in : 31-03-2016
Current date: 31-03-2016

Dashboard Jobs Timesheets Reporting Admin

Statement Of Work

Overview

Name Required
Select ...

Job Summary Required
Explain why the services are required

Business case document
Choose File
Job Description 2016.docx

Job Description
Choose File
Job Description 2016.docx

Job Request - 10 % complete

Authorising Managers

Submit
 SOW Request Approval
Submit

3. There are two main sections to be completed in the SoW, these are Overview and Legal.
4. Complete all the required fields in both areas to ensure the SoW will go through the authorization process smoothly. The **Overview** section may include:
 - a) The Job name
 - b) The Job Summary
 - c) A business case document
 - d) Project Manager (this will be populated with your own name automatically)
 - e) Cost Centre
 - f) Department
 - g) Choose Contact (this is where you can select a recruitment partner form the onsite team)

Overview

Name Required
Accountant

Job Summary Required
associated with the Oil and Gas Industry
Experience of managing transition of application support from Project to outsourced vendors
Must be Prince 2 or PMP qualified and ITIL foundation is preferred where possible
Explain why the services are required

Business case document
Choose File
Job Description 2016.docx

Job Description
Choose File
Job Description 2016.docx

Job Request - 100 % complete

Authorising Managers
1. Jenny Green
2. Adam DellerHM
3. Hope Scott

Submit
 SOW Request Approval
Submit

Save as Draft
Save as Template

Yes
 No

Will there be any direct legal contract between the SoW resources and 100 DEMO UK ?

Yes
 No

Will the SoW resources under this Project have 100 DEMO UK staff working for them?

Yes
 No

Provide necessary justification on why an exception to 100 DEMO UK policy is required. View policy document

Ability to contribute to the creation of an environment that motivates individuals to work collaboratively as a team

Desire to work in an information systems environment

Excellent oral and written communication skills

Flexibility to travel

Excellent time management

Job Request - 100 % complete

100 %

Authorising Managers

1. Jenny Green
2. Adam DellerHM
3. Hope Scott

Submit

SoW Request Approval

Save as Draft

5. The **Legal** section may well include the following mandatory questions:

- a) Will Client be managing the SoW Resource on a day-to-day basis and be accountable for their performance?
- b) Will the charges to Client be based on the effort supplied by the SoW resource (e.g. daily or monthly fee)?
- c) Is there a Client HC performing the same or quite similar function as the worker is going to perform?
- d) Will there be a direct legal contract between the SoW resources and Client?
- e) Will the SoW resources under this Project have Client staff working for them?
- f) Provide necessary justification on why an exception to Client policy is required?

6. Once all fields have been **completed** the Job Request progress will be at 100%.

7. Click on **SoW Request Approval** and click **Submit**. This will send the SoW Request to the Authorising Manager(s).