BIG SKY

Microslices™ Model Statement of Work

Get What You Want From Professional Services - The Microslices™ Way

To fully capture the value that comes from contracting for services the Microslices way, discard outmoded thinking and extract the real value you deserve from your professional services provider.

This Statement of Work (SOW) template is intended to help you build an SOW for your professional services vendors that includes a precise scope, the expected results, and how the results will be delivered. We have included guidelines for fully capturing value The Microslices™ Way, sample questions to ask vendors, and a template that you can fill in and use. When complete, an SOW can be anywhere from two to twenty pages long, depending on the specific requirements of your organization. This template is not intended to provide or suggest specific requirements.

Outmoded Old Way	Microslicing Way	Microslicing Benefits
Hourly Billing	Fixed Price	Clarity in budgeting/no cost overruns
Labor-Based Outcome	Results-Based Outcome	Results are clearly stated and remunerated only when achieved
Purchase Based on Vanity	Purchase Based on Value	Client empowered to determine what matters most
Client Takes Risk	Client and Consultant Share Risk	Consultant has “skin in the game” and thus additional incentive to produce meaningful results
Cookie Cutter Solution	Mass Customization	Problem solving is tailored to client’s specific needs, not a generic model that may not apply
‘Soft Skills’ Consulting	Data and Analysis Driven	Client harnesses the power of quantifiable data to derive real insight into specific game-changing questions

Complete the Professional Services Contract Worksheet first, to establish what is most important to you in your professional services contract. Then, complete the Statement of Work Template based on your responses. Note that this is not a legal document. The Statement of Work Template provides language to clearly outline tasks and outcomes. Include it as an appendix to the legal contract you sign with your service provider, and enjoy a new way of receiving professional service delivery.

202.903.0790
info@bigskyassociates.com
@bigskyassoc
2101 L St NW, Suite #800 Washington, DC 20037

© Big Sky Associates, Inc. 2015

BIG SKY

Microslices™ Professional Services Contract Worksheet

1. What type of services are you planning to acquire?

2. What is your statement of purpose for this contract?
"*We need professional services in order to* ".

3. What are the top three outcomes you wish to see for this contract (in order of importance to you)?

   a.

   b.

   c.

4. What deliverables will be required to show concrete proof that the job is completed?

   a.

   b.

   c.

(As you answer this question, think how the Service Provider can use data analysis to achieve superior results and give you new insights).

5. When do you want the results delivered? By (*insert date*) or before.
   With intermediate dates as appropriate:

6. What objective quality metrics will determine if the job was done properly?

   a.

   b.

   c.

7. What is your firm-fixed price budget for this project?

8. Will there be additional incentives (e.g. bonus payments for earlier delivery or superior quality)?

202.903.0790
info@bigskyassociates.com
@bigskyassoc
2101 L St NW, Suite #800 Washington, DC 20037

© Big Sky Associates, Inc. 2015

BIG SKY

Microslices™ Statement of Work Template

Per the terms of the attached legal contract, [*Insert Your Organization's Name Here*] ("Customer") is contracting for professional services from [*Insert Name of Service Provider*] ("Service Provider") for the following services [*Worksheet Response #1*] to accomplish the following objectives [*Response #2*].

In completing this project in the most efficient and effective means possible, Service Provider agrees to satisfy Customer's primary objectives as follows: [*Response #3*]

The main tasks for this contract and subtasks are:

Task 1

Subtask 1

Subtask 2

Task 2

Task 3

Etc.

Deliverables associated with the main tasks as described below will be provided to Customer on or before the dates below: [*Response #5*]

Deliverable #1 – on or before [date]

Deliverable #2 – on or before [date]

Etc.

The tasks will be judged and considered complete if they meet or exceed the following quality criteria: [*Response #6*]

Resources Required. The level of effort necessary will be determined by Service Provider using its best professional judgment.

Place of Performance. The contract tasks shall be carried out wherever Service Provider deems most appropriate to accomplish its tasks.

Cost. Based on Customer's estiman of the value of these tasks, this is a firm fixed price contract in the amount of [*Response #7*].

(Additional Incentive Payments (if applicable) [*Response #8*]).

202.903.0790
info@bigskyassociates.com
@bigskyassoc
2101 L St NW, Suite #800 Washington, DC 20037

© Big Sky Associates, Inc. 2015

Customer POC for any questions during the life of the contract [*Name*], [*Address*], [*Phone*], and [*Email*].

Signatures

_____ _____

[Customer] [Service Provider]

202.903.0790
info@bigskyassociates.com
@bigskyassoc
2101 L St NW, Suite #800 Washington, DC 20037

© Big Sky Associates, Inc. 2015