Statement of Work

*The statement of work document is designed to help both you as the consultant define the scope of services provided, including deliverables, timeline and the hours billed. In each section, delete the red help text and replace with the specifics of your bid.*

**Project Goal:**

*Here, restate the project goal as defined by the organization. This is a high level statement describing the ultimate goal of the project, from an end user perspective. Use the statement “We need our EHR to do X, because of Y.”*

**Summary of Deliverables:**

*List all of the tasks you feel you need to perform in order to achieve the end goal of the project. Simply list all of the tasks in a bulleted list.*

Example:

Deliverables to be completed:

* Create new SER rules for rule based contexts.
* Define categories to correspond to new SER rules.
* Map new SER rules to categories in LSD
* Etc

**Schedule**

*Create a schedule for completing all of the deliverables listed above. Be specific with regards to dates. Compose this section as if the project were to start tomorrow. When finalizing with the organization, the dates will be changed to reflect the updated schedule.*

**Project Requirements**

*List everything you will need from the organization in order to complete the project. This should include system access and access to UserWeb if necessary. Also include any projected stakeholder decisions that you still need to be defined. This is an important section in the event that a project timeline is negatively affected. This section protects you as a consultant from delays that are out of your control.*

**Fee Summary:**

*Fill out the table below with your bid. Keep in mind that this number may change as a result of further negotiations with the organization. Make sure you are only billing for the hours you will actually need to complete the project. For example, if your schedule above projects the completion of the project in four weeks but you only need 40 hours to complete the project, only bill for 40 hours.*

|  |  |
| --- | --- |
| Fee Schedule | |
| Hours Billed | $40.00 |
| Hourly rate | $100.00 |
| Total billed | $4,000.00 |