



We Help Services Organizations
Get Better At What They Do

Consulting/Professional Services The Art of Writing an SOW

Our mission is to help consulting, professional and support
services organizations get better at what they do

The Challenge

The Statement of Work (SOW) sets the foundation for the scope, financial terms (payment terms, etc.) and delivery terms for your project. SOWs with incomplete or inaccurate details can often result in tension and conflict within delivery teams, contribute to unsatisfied customers, and possibly introduce potential legal and/or financial risks. Poorly written SOWs, containing inexplicit terms and ambiguous scope, set a project up to fail.

The Solution

SOWs require a strong process for development, approval and governance. RTM Consulting offers customized training programs developed by experienced practitioners in the services industry. With over 100 years of strategy and operational leadership experience for clients worldwide, RTM Consulting delivers full life-cycle customized training to maximize your ROI. The SOW writing course will provide your team with the knowledge, tools, and confidence to write full scope, detailed SOWs and ensure more successful project delivery.

Who We Are

RTM Consulting provides strategic and operational advisory services to technology companies and other industries to assist them in increasing revenues and growing margins by leveraging consulting, professional and support services more effectively.

Curriculum Highlights

Statement of Work Fundamentals

- Purpose
 - Why SOWs are important
 - The difference between SOWs and other client docs
- Basic structure
 - Understand key SOW components
 - How each component relates to the other and best practices regarding each component
- Legal perspectives

Scope Definition

- Detail and best practices about each SOW component

Estimating and Pricing

- Estimating concepts/perspectives
- Fixed Fee vs. T&M vs. NTE (not to exceed) pricing concepts
- Cost Plus vs. Value Based pricing concepts
- Revenue recognition/VSOE concepts

Assembling the Statement of Work

- The SOW Development process
- Using templates

Statement of Work Governance

- Best Practices
- Dos/Don'ts

Optional Course Add-Ons

- Workshop - review company specific SOWs, provide feedback and best practices
- Customization – incorporate company specific SOW processes, templates and governance practices

Logistics

The course is comprised of 4 hours of instructor led training by a qualified RTMC instructor. Training can be classroom delivered or virtual interactive sessions. Also available is an optional 2 hour workshop to review feedback on company specific SOWs/processes and receive hands on practice; and an optional post course SOW review to provide constructive feedback (1 SOW per student/1 quarter following class completion).

Contact Us:

www.RTMConsulting.net

855.786.2555 (855.RTMC555)

info@RTMConsulting.net