

06 Aug 2018

SERC Capstone Marketplace Statement of Work Template

- **Research Topic and or Project Title**
- **Customer**
Who is the “customer” for the research effort?
- **Objective**
What the project will accomplish in overview
- **Organization**
Student team organization and responsibilities. Faculty advisors. University and Customer Points of Contact
- **Scope of Work**
Tasks to be done. Major activities and milestones. Who will perform? What resources/locations/facilities will be involved?
- **Schedules and Reporting**
What is to be done and when. The flow of development activity, major milestones, reviews, deliverables. When and how the customer participates in the development
- **Deliverables**
What is to be provided to the customer? State deliverables at particular milestones
- **Government Furnished Information/Government Furnished Material**
What the government will provide to the team to assist in achieving a successful outcome.
- **Testing and Acceptance**
How government sponsor will receive deliverables and determine items are acceptable.
- **Special Requirements:**
Any special hardware or software, facilities, labs, equipment, material. services, travel.
- **Miscellaneous**

Additional Notes: A “SERC Capstone Marketplace Statement of Work” is the agreement between the government sponsor (client) and the student design team for the conduct of the Capstone project. The document serves to guide the student team and also matches the team’s and client’s expectations for the work product. The Statement of Work contains specific details, including deliverables and schedules, which are important elements of performance in the research contract between the System Engineering Research Center and the Host University. The “Statement of Work” will normally be presented at a “kickoff meeting”, which will be the first design team review with the government customer.