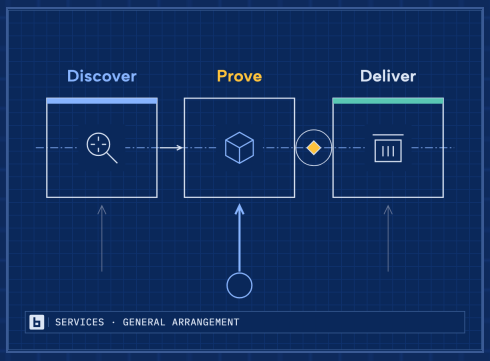
STATEMENT OF WORK · [CLIENT NAME]

[Engagement name]

[One paragraph: what the client asked for, what BridgeTek, Inc. ("BridgeTek") will deliver, and how the client will know it is done.]



PREPARED FOR	DATE	DOCUMENT	VERSION
[CLIENT NAME]	[MONTH YYYY]	SOW-[CLIENT]-[NN]	[N]

01 · BACKGROUND

Background

[The client's situation and the question this engagement answers, in the client's terms.]

[Anything already decided, with the date and who decided it.]

02 · SCOPE

Scope

In scope

- [Activity or system covered]
- [Activity or system covered]
- [Activity or system covered]

Out of scope

- [Item the client might assume is included]
- [Item]

03 · DELIVERABLES

Deliverables

#	DELIVERABLE	FORMAT	ACCEPTANCE
D1	[Deliverable]	[Document, model, dashboard, code]	[What the client checks]
D2	[Deliverable]	[Format]	[What the client checks]
D3	[Deliverable]	[Format]	[What the client checks]

04 · TIMELINE

Timeline by phase

1 · DISCOVER · [WEEKS]
[Interviews, ranked use cases, cost model.]

2 · PROVE · [WEEKS]
[Prototype on the client's data; go / no-go.]

3 · DELIVER · [WEEKS]
[Production build, handover, run.]

MILESTONE	DATE	OWNER
[Kickoff]	[Date]	[Name]
[Milestone]	[Date]	[Name]
[Go / no-go review]	[Date]	[Name]

05 · TEAM

Team and responsibilities

ROLE	NAME	RESPONSIBLE FOR
[BridgeTek role]	[Name]	[Responsibility]
[BridgeTek role]	[Name]	[Responsibility]
[Client role]	[Name]	[Responsibility]

06 · ASSUMPTIONS

Assumptions and dependencies

- [Data access the client provides, and by when]
- [Environments and accounts]
- [Decision makers available for reviews]

07 · FEES

Fees and payment

FEES

[Fees, billing schedule and payment terms for this engagement, as agreed with the client or the client's partner.]

08 · CHANGE CONTROL

Change control and acceptance

[How a change request is raised, sized and approved. How each deliverable is accepted, and the review period.]

For [Client name]
[Name], [Title]
Date

For BridgeTek, Inc.
[Name], [Title]
Date