1. **Introduction**

Introduce the Scope of Work and then provide an outline of the objectives and accomplishments to be achieved with this project. Provide a brief background of any information that is important to understand in order to accomplish the project goals. What is needed to know in order to make understanding of project more complete? Overview of need and desired outcomes. Include any constraints or issues you foresee happening. i.e.: weekly progress reports to ensure everyone stays on task. .Define the timeline for this project and deliverables to be performed.

This Scope of Work will be issued under [name of contract and contract number].

* 1. **Background**

Briefly describe the project and relationship to your program mission. Clear statement of why the project was undertaken. Describe how the project ‘came to be.’ Proved in more detail, any information that is important to understand in order to accomplish the project.

The purpose of this Scope of Work is to detail the tasks and responsibilities and provide an overall understanding of the services to be provided.

Explain why your agency requires the services:

* 1. **Scope of Work**

General description of the project. What do you hope to accomplish? What are your overall goals and objectives (provide a bulleted tiered listing), materials needed to perform. Objective should provide an overview of the tasks to be completed with this project. Estimate timeline to complete each objective. Clarify where, how and under what circumstances project is applicable, relevant and significant. Provide a clear account of its methods. Provide a detailed duration of project: start to finish timeline of project (insert a table that outlines timeline).

* 1. **Requirements**

Provide a section that allows for all sources and documents cited in the scope to be identified and outlined.

Provide detailed statements of requirements needed to make the project successful. Explain specific tasks and deliverables that must be produced at the end of the project. Clearly state the requirements needed from both parties for each task and deliverable. Include, outline of project meetings, payment method, permits (who is responsible to obtain or to have). Licensing, safety concerns, etc. This section should provide for at least five (5) high level tasks (milestones): each task should be identified by bullets – identifying the milestone, date (timeline) and how you will determine percent (%) of completion).

FACILTY: For any facility project requests to the MnDOT; Scope of Work must have the Environmental (NEPA) assessment attached for consideration.

1. **Compliance**

Outline the means to determine that you and other party are doing jobs properly throughout the project. What standards will you apply to this project? What will be your criteria for acceptance of a vendor, what type of procurement method do you propose?

1. **Project Deliverables**

Describe how you will deliver the end results of the project. State the number of each deliverable you will provide, the person or persons you will provide the deliverables to and how you will provide the deliverables to and how you will deliver these to the intended audience.

1. **Project Timeline**
2. **Project Budget**
3. **Attachments: (number and identify)**