

# Drafting Better Scopes of Work

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Establishing your own Electronic Court  
Records Program Conference

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# The Scope of Work Challenge

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Please take five minutes  
to complete this exercise



# Who might want to review your Scope of Work?

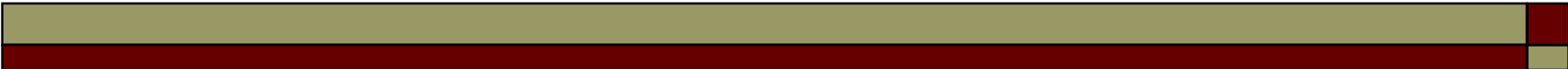
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- ❑ Project Funding
- ❑ Procurement
- ❑ Risk Management
- ❑ Attorneys

# What do you call a Scope of Work

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- ❑ Scope of Work
- ❑ Statement of Work
- ❑ Scope of Services
- ❑ Scope of Technical Services
- ❑ Statement of Services
- ❑ Deliverables



# What do you leave out of a Scope of Work?

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- ❑ Price
- ❑ Warranty
- ❑ License Rights
- ❑ Resumes
- ❑ Contractor's Proposal
- ❑ Signatures

# What do you leave out of a Scope of Work?

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- ❑ Indemnification
- ❑ Insurance
- ❑ Responsibility of Owner
- ❑ Any provision covered in another section of the Contract



# SMART Scopes of Work

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- **S**pecific
- **M**easureable
- **A**nticipates the Future
- **R**ealistic
- **T**ime for Performance



# Beyond SMART

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- ❑ Acceptance Process
- ❑ Objectives
- ❑ Training
- ❑ Diagrams and Tables



# Tie Scope of Work Requirements to Payments

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- ❑ Accepted deliverables are the basis for payments
- ❑ Consider when you make payments during the course of the project



# Contractor Proposals

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- ❑ Do not include Contractor Proposals as your Scope of Work



# THANK YOU

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