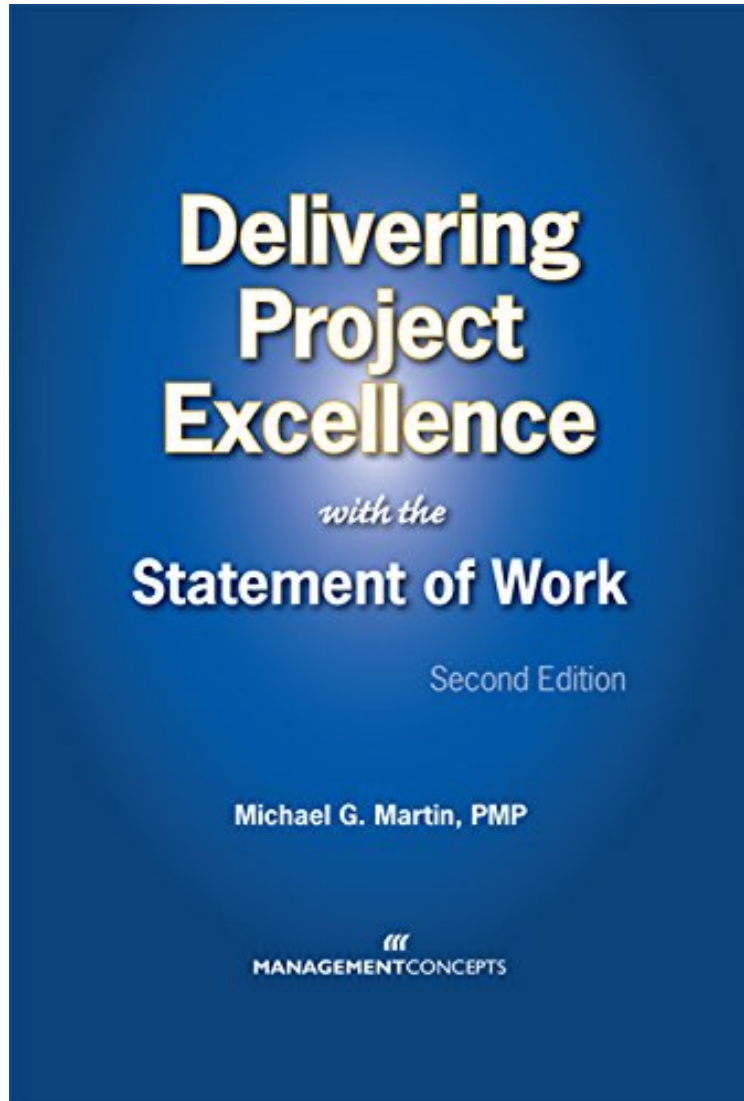


[Download ebook] Delivering Project Excellence with the Statement of Work

## Delivering Project Excellence with the Statement of Work

*Michael G. Martin*

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**Michael G. Martin : Delivering Project Excellence with the Statement of Work** before purchasing it in order to gage whether or not it would be worth my time, and all praised Delivering Project Excellence with the Statement of Work:

0 of 0 people found the following review helpful. the author starts getting into some useful information. Despite my experience - I learned a ...By JennHonestly, I had some reservations about this book after seeing the reviews on - and justifiably so. The book starts off with some really bizarre references to the Christian Bible. I'm not joking - using biblical instructions for an ark as an example of a specification, and claiming that this kind of work existed "thousands of years ago" is offensive to me in so many ways. If we're going with fiction --- I would have had more of a laugh out

of using the example of the 18-inch tall Stonehenge stage props from "This is Spinal Tap" as an example of why it's important to have clear instructions in a SOW. There is a LOT of soapboxing and lecturing throughout -- especially the first 3 chapters. However, around chapter 4, the author starts getting into some useful information. Despite my experience - I learned a LOT of things, especially what a "TIGER" team actually is and how it is supposed to function. I learned that there are PSOWs and CSOWs, and how/when to use them. I learned about the difference in who prepares an SOW in a noncompetitive vs competitive bidding situation. In fact - there are some really great tips about writing style in SOWs and work writing style -- the author has included some quite handy charts. Some of the other handy charts are RFP review checklist, for example. There are also some SOW examples in the appendix (like the last 50 pages of the book) that have instructional commentary throughout. Most importantly - this book helped explain a lot about the SOW usage and process that was not explained to me when I got my first Sr PM job in an agency on a retainer client account. I learned how to use their SOW format but the background about why and how were never shared. This is a great book for project managers at any stage. 10 of 10 people found the following review helpful. Solid Book ! By The Giant of Ecuador Mr. Martin did a magnificent job explaining what an SOW is and when it should be created. He also explains in detail the creation of an SOW and how it applies to the government and private business sectors. If you are familiar with SOW's you can skip Chapters 1-3 and dive into Chapter 4. I strongly recommend Chapter 5-7.

Chapter 1: Defining the Statement of Work  
 Historical Perspective on the SOW  
 Industry Standard Definition of the SOW  
 Definition of the SOW in the New Economy  
 Chapter 2: The Importance of the SOW in Managing Projects  
 Reasons for Having a SOW  
 Benefits of the SOW  
 Chapter 3: When to Do an SOW  
 Consequences of Lack of Guidance for the Private Sector  
 When an SOW Should Be Done  
 Types of SOW's and When They Apply  
 Chapter 4: Who Should Develop the SOW  
 Building the TIGER Team  
 Building the Cone of Cohesion  
 Chapter 5: Building the SOW foundation  
 Performing Due Diligence  
 Building the WBS  
 Chapter 6: Framing the SOW  
 Developing the SOW Framework  
 Structure of the Baseline SOW framework  
 Chapter 7: Finalizing the SOW  
 Drafting a Quality SOW  
 Role of the SOW in Pricing the Project  
 Reviewing the SOW  
 Role of the SOW in the Contract  
 Chapter 8: Sample SOW's (this chapter breaks down the examples included on the CD)  
 Chapter 9: Managing Change to the SOW  
 The importance of Managing Change  
 Identifying When a Change Occurs  
 Factors to Consider in Managing Changes to the Project  
 Tools for Managing Change to the Project  
 Chapter 10: Selling the Importance and Benefits of the SOW  
 I would have preferred a variety of SOWs on the included CD giving examples of different types of projects. The templates that are included on CD were helpful. I was able to immediately use the template for one of my projects. I was very satisfied with my purchase. 0 of 0 people found the following review helpful. Great Book, but sells it incomplete. By JL  
 If you're going to pay full price for a book, it would be best to get it from a different source. The other reviews discuss the contents of the book-- well organized, clear and concise. The problem is that the book SHOULD come with a free CD with templates and stuff, but neither the copy I bought originally, nor the replacement I bought had the CD. Customer Service told me that they had no notes of the book having a CD with it. Get it from somewhere else.

Use the Statement of Work to Ensure Your Projects' Success! Delivering Project Excellence with the Statement of Work, Second Edition, builds on the foundation of the first edition with a comprehensive yet succinct description of how to apply the statement of work (SOW) to manage projects effectively. With updates throughout and an entirely new chapter on the use and application of the statement of objectives, this book continues to serve as an essential, practical guide for project managers and team members. The latest techniques presented in this timely resource will help you and your team: Ensure that your projects meet specified scope and quality Control risk by clearly defining roles and responsibilities Manage changes to the SOW This new edition also addresses project management issues related to the federal government, including updated Federal Acquisition Regulation guidance on drafting a quality SOW and a discussion of legal considerations related to the SOW. New examples of SOWs from a variety of projects and business environments provide you with lessons learned and the hands-on guidance you need to deliver excellence on your project!

Contents  
 Part I: Understanding the Fundamentals of the Statement of Work  
 Defining the Statement of Work  
 The Importance of the SOW in Managing Projects  
 When to Do an SOW  
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 Part II: Building the Statement of Work  
 Building the SOW Foundation  
 Framing the SOW  
 Finalizing the SOW  
 Sample SOWs: The Good, the Bad, and the Downright Ugly  
 Part III: Maintaining the SOW for Project Excellence  
 Managing Change to the SOW  
 The Statement of Objectives  
 Part IV: Changing the Paradigm  
 Selling the Importance and Benefits of the SOW

About the Author  
 Michael G. Martin, PMP, is an internationally recognized consultant, speaker, and trainer with extensive experience in portfolio, program, and project management as well as enterprise risk management. He has authored and contributed to several books on project management, including *Federal Statements of Work: A Practical Guide*, *The 77 Deadly Sins of Project Management*, and *The Field Guide to Project Management, Second Edition*. He is the past president and chair of the Atlanta PMI reg; chapter, a member of the PMP reg; exam development committee, and founding chair of the PMI reg; government specific interest group.

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