

Statement of Work - Template

Cover Sheets

- Developer Information / Development Program Name
- Sheet for Signatures
- Table of Contents
- List of Tables, Charts, Graphs, and Appendices

Program Introduction/Overview

Provide an overview of the program including:

- Overall objective/intent of the program
- What distinguishes it from other technologies and/or approaches
- Length of program
- Cost and cost share
- Final program objectives in relation to USABC goals

Program Description

In this section the SOW should:

- Provide a gap analysis comparing current state-of-technology with USABC targets
- Subsequently identify which areas in the technology need development work
- Clearly state program goals & objectives and compare it to ultimate USABC goals
- Identify main tasks and key subtasks with timeline
- Since cost is critical goal, provide a cost-model and address plan to bridge the cost gap
- Define the main and subtasks by describing their key elements

If the program involves development work for multiple USABC target applications, the above description needs to be clarified separately for each case.

Program Test Plan

All tests are to be performed in accordance with USABC related test procedures. Provide a table of the tests to be performed by the developer and include the number and generation of cells, modules, or packs, and the timing.

Tests	In-House			National Lab			Other Facility	Comments
	10 Cell	40	10 Module 40	10 Cell	40	10 Module 40		
Nail-Penetration	X		X		X			Must not exceed EUCAR 4
Cycle Life	X		X		X	X		Meet goal
Test 3								
Test 4				X			X	

If two or more systems are being developed provide test plans for each.

Program Decision Points (or Gates), Milestones, and Deliverables

Define program gates, milestones, and deliverables and identify them on the overall program time table. The definitions should include the expected result of the gates, milestones, and deliverables.

Program Administration

Provide information related to the administration of the program including:

- Key personnel, in particular the Program Manager, and percent (%) of their time allocated to the program
- The program budget and rate of spending over the term of the program
- Identify what percent of the total program cost is associated with the work to be performed in the US
- Reporting schedules for tests, program updates, etc.
- Any concerns or issues that the developer feels need to be clarified