

2013 03

ITALCONSOR Procurement Services
Pietro Mutolo

[IT STATEMENT OF WORK]

IT Statement of Work (SOW)

How the process works to engage external Vendors for Service delivering



Phase	Responsible	Task or Deliverable
Initiate	P. Manager	Contacts PM and Business owner to assist and understand whether the project is a deliverables based and SOW process is appropriate or required.
Initiate	P. Manager	Creates Requirements outlining deliverables and milestones.
Bidding	P. Manager	Submits final Requirements (SoW) to Procurement .
Bidding	Procurement	Reviews and adjust where necessary the SoW. Submit to qualified Vendors based on type of work and size of engagement.
Bidding	Procurement	Completes SOW with Supplier.
Bidding	Supplier	Respond to SoW and submit appropriate Quotes.
Evaluate	P. Manager	Reviews and selects preferred solution. Notifies Procurement of selection.
Engage	Procurement	Review and negotiate. Closes SOW with subcontractor and distribute/achieve final version.
Engage	P. Manager	Executes final SOW and creates workflow.
Engage	Procurement	Creates PO and update to the Supplier.
Project	P. Manager	Verifies satisfactory completion of project and its deliverables.
Project	Procurement	Check subcontractor approach interview PM and proofs invoices against conditions of SoW.
Project	P. Manager	Approves invoice to payment.
Close	P. Manager	Completes any need change order and closes PO, verifying all deliverables received and payments have been made. Completes customer satisfaction survey.