STATE OF CONNECTICUT

<< *Client Agency Name* >>

<< *Statement of Work for*

*Project Name* >>

***Date* >>**

( ) New Task ( ) Renewal ( ) Fixed Price ( ) On Site Support (N/A) Remote Support

# REQUIRED CLIENT AGENCY

<< *Client* *Agency Name* >>

<< *Branch/Bureau/Section* >>

<< *Address* >>

# PROJECT/SYSTEM OVERVIEW

<< *Brief description on of the project/program* >>

<< *System Architecture, Application Modules, Interfaces etc – As appropriate to your project* >>

# SCOPE OF WORK

<< *High-level description of the need* >>

<< *Number of Consultants needed – Optional?* >>

<< *Target Class – Optional?* >>

### Specific Services Required

<< *List of services required of this position – Be specific and concrete* *– Include deadlines* *or timeframes that must be met*>>

### Required Skills/Experience

<< *List of required skills and experience - Be specific and concrete – Note which are mandatory, which are preferable* >>

# ADMINISTRATIVE CONSIDERATIONS

Deliverables (include milestones and dates):

Work Schedule:

State Resources and Oversight:

Security/Privacy Considerations:

General/Miscellaneous:

Point of Contact:

<< *Contact Person’s Name, Title* >>

<< *Client* *Agency Name & Address* >>

<< *Contact Info* >>