

Writing Performance Work Statements

Course Number: 1079

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Writing a performance work statement (PWS) that is clear but not overly prescriptive can be challenging. You will analyze real-world performance work statements to determine what makes them effective. This includes providing flexibility on how the work is to be done, defining the results to be achieved, having performance results that are measurable, allowing for contractor input and innovation, and linking performance incentives to achieving results. You will also apply best practices for writing a performance work statement of your own through an in-depth capstone workshop.

Intended Audience

This course is designed for individuals and those working for organizations who must write performance work statements.

Client-Provided Facility Requirements

- White board with markers and eraser
- 1 computer per student with Internet
- Instructor computer with Internet and Office 2010 (preferred) including PowerPoint

Course Learning Objectives

- Determine when to use service contracts and performance-based service acquisitions
- Critique a performance work statement based on shared best practices and common problems
- Evaluate how well a problem statement, performance requirements summary, and quality assurance surveillance plan support the project vision and goals
- Explain how the completed performance work statement is finalized and managed throughout an acquisition
- Create an original performance work statement, performance requirements summary, and quality assurance surveillance plan

Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

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Course Schedule

DAY ONE	
MORNING	Lesson 1: Reviewing Performance-Based Service Acquisitions
	Lesson 2: Exploring Performance Work Statements
LUNCH	
AFTERNOON	Lesson 2: Exploring Performance Work Statements, continued

DAY TWO	
MORNING	Lesson 3: Defining the Needs and Requirements
LUNCH	
AFTERNOON	Lesson 3: Defining the Needs and Requirements, continued
	Lesson 4: Finalizing and Managing Performance Work Statements

DAY THREE	
MORNING	Lesson 4: Finalizing and Managing Performance Work Statements, continued
	Lesson 5: Capstone Writing Workshop
LUNCH	
AFTERNOON	Lesson 5: Capstone Writing Workshop, continued
	Course Evaluation

Learning Methods

Lecture, discussion, videos, exercises, case studies, and independent readings

Credits

National Association of State Boards of Accountancy (NASBA)

Writing Performance Work Statements

- Field of Study: Finance
- Level: Basic
- CPEs: 24

Professional Development Units (PDUs)

- Credits: 21

Continuous Learning Points (CLPs)

- Credits: 24

American Council on Education™ (ACE) Recommendation

From August 2024 to July 2027: In the lower-division baccalaureate, 1 semester hour in Business Administration.

Management Concepts Certificate Program Relationship

This is a core course in the following program(s):

- [Services Acquisition](#)

This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Project Management Master Track](#)
- [Program Management Certificate Program](#)

Prerequisites

Suggested

FAC-C or DAWIA Level I certification in contracting or [Contracting Officer's Representative Course](#)

Pework

None

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Participants must achieve at least 70% (70 of 100 total points) on the following graded activities. For Federal Acquisition Institute (FAI) classes, the passing score is 80% (80 of 100 points):

Writing Performance Work Statements

- Exercise: Evaluating Real PWS Language—25 points
- Exercise: Writing a Problem Statement—25 points
- Exercise: Why Contracts Fail—25 points
- Class Participation—25 points

Follow-On Resources

- [Advanced COR Workshop](#)
- [Developing the Independent Government Cost Estimate](#)
- [Market Research](#)
- [Project Management Principles](#)
- [Performance-Based Service Acquisition](#)

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/1079>



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