

# Frequently Asked Questions

**Course Title:** Statement of Work (SOW) Workshop

**Course #:** 1091

**Duration:** 3 Days

**Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:** Instructor-led online (synchronous)

## 1. What business or organizational need does this course address?

Learn how to write an effective Statement of Work (SOW) to achieve the best value for your organization during an acquisition. In this course, you will practice writing each part of the SOW through a hands-on workshop and examine a SOW from a contractor's perspective. You will explore best practices, analyze legal cases, and recognize the impact your work has on cost, schedule, and quality. You will leave equipped with the ability to write a SOW that reflects actual requirements, elicits competitive proposals, and guides contractor performance.

## 2. Who should attend?

This course is designed for individuals assigned to write or review SOWs.

## 3. What will I learn how to do in this course?

- Analyze a mission need to determine the actual requirements
- Select an appropriate statement of work (SOW) type that satisfies the government requirements
- Describe all aspects of the work to be done in a way that will be understood by offerors
- Write a SOW that is free from ambiguities and will result in responsive, competitive proposals
- Evaluate the impact of a SOW on achieving best value throughout the acquisition process

## 4. What kinds of activities are included in this course?

Pre-work assignment, lecture, discussion, exercises, and independent readings

## 5. Are there prerequisites for this course?

There are no prerequisites for this course.

## 6. Do I have to complete any prework for the course?

Participants must complete a reading assignment before the first day of class. Participants who have enrolled and made tuition payment arrangements may access this assignment online.

# Frequently Asked Questions

## 7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

## 8. Does this course count for credit toward a Management Concepts Certificate Program?

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

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

## 9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 24

NASBA Field of Study: Finance

NASBA Level: Basic

CEUs: 1.9

PDU: 21

CLPs: 24

## 10. What course(s) do you recommend after I complete this course?

- [Writing Performance Work Statements](#)
- [Developing the Independent Government Cost Estimate](#)
- [Risk Management Essentials for the Federal Workforce](#)

## 11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).