Scope of Work

Vs.

Statement of Work

What's the difference?

▶ Think of the Scope of Work as an overarching cloud (not to be confused with "the cloud") that describes the **GENERAL** outline of the services or goods you need to purchase. The rain would represent your Statement of Work providing of all of the details.

Example Scope:
Procuring a navigation system for an automobile

Notice we didn't say "car," "truck," list a size, model, features or supporting services.

Instead, those items should be outlined in a Statement of Work.

Cloud

SCOPE of Work

Your *Scope of Work* (cloud) may cover a concept larger than what you anticipate your need to be, in order to accomplish your immediate goals, but still allow room for amendments. If your scope is too narrow, you may run into the situation where you have

an unexpected task needing accomplished but find it doesn't fall within the original boundaries of your request. Yikes! Be careful not to make it TOO big, though. An incredibly vague Scope could encourage serious financial "add-ons" to your original budget goals, and be perceived as reducing competition for individual non-related tasks.
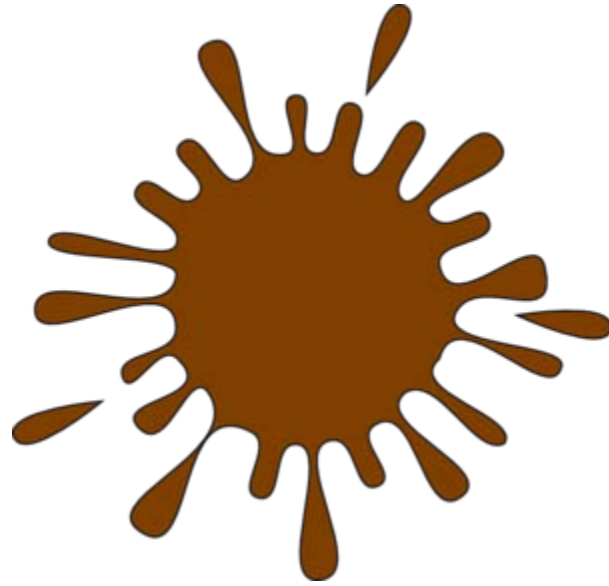
STATEMENT of Work

Your *Statement of Work* (rain) should ALWAYS be derived from the boundary description of your Scope of Work (cloud). That's why you save the small details like color, features, specific tasks, etc. for this section.

The rain always falls from the cloud.

Clear as... um.... mud?

For more questions regarding the differences between Scope of Work and Statement of Work, or to get help creating them, contact your favorite Procurement professional.