blackbox partners

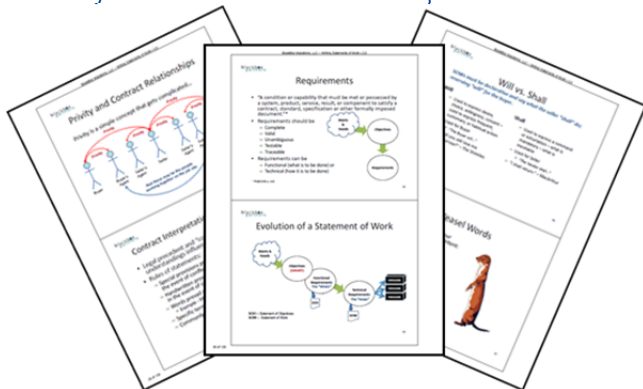# Writing Statements of Work Class
23-25 October 2012 – Aberdeen, MD

Writing Statements of Work (SOWs):

BlackBox has developed this course in order to bring a practical, real-world perspective to training technical staff and managers. We have taught classes on this topic throughout the United States and internationally. The class gives a fundamental understanding of contracting necessary for recognizing pitfalls in SOW writing. It provides in-depth discussion and practice in recognizing language that undermines clarity and discusses the organization of an SOW. Students will practice writing SOWs in real-life scenarios.

The course is organized to follow a logical progression of theory and practice in organizing, framing, and writing SOWs. The course uses lecture, discussions, and exercises. Students are provided with manuals, templates, and checklists for SOW drafting and review.

Additionally, to deepen the learning experience and make it more immediately useful to the participants, the BlackBox instructor will review and discuss examples of outlines, templates, and SOWs submitted by the students from their own workplaces.

BlackBox Project Management Training

BlackBox Migrations, LLC, doing business as BlackBox Partners is a Registered Education Provider (REP) with the Project Management Institute (PMI®) and offers courses that are aligned with PMI methodology and processes:

- Introduction to Project Management
- Advanced Risk Management
- Introduction to Microsoft Project
- Advanced Time & Cost
- Writing Statements of Work

BlackBox Partners is a Service-Disabled Veteran-Owned Small Business (SDVOSB).

Course Outline

- **Statements of Work in Context**
  The definition of an SOW and allied documents (Master Agreements, Performance Work Statements, Statements of Objectives), the contractual understandings needed to write an SOW and the place of risk and change in the thinking of an SOW writer.

- **Setting Up to Write an SOW**
  The preparation necessary to organize and frame an SOW.

- **Writing an SOW**
  The elements of clear and concise technical writing with a specific focus on each section of a structured SOW.

- **Reviewing an SOW**
  The use of checklists that ensure uniform and clear SOWs.

Students Receive:

- Training in contracts, organization, and writing
- Dozens of examples of outlines, clauses, and SOWs
- Practice in writing and reviewing SOWs
- Templates for Writing an SOW
- Checklists for Reviewing an SOW
- 21 Professional Development Units with the Project Management Institute (PMI®)

Location:

Marriott Springhill Suites Edgewood Aberdeen
1420 Handlir Drive, Bel Air, Maryland 21015
(410) 297-4970

Time:

8:30-4:30 – 23-25 October 2012 (Tuesday-Thursday)

Cost:

$1,200.00
10% discount for government, retired, disabled, or unemployed
5% discount for early (30 days) registration with payment

Registration:

In order to register or inquire about the course send an email to
Training@BlackBoxPartners.com

For questions about content, cost, or registration telephone Harry Gildea at (703) 623-5110.