

ME403: Assignment 3 “Statement of Work” Guide to Responding

1. Construct a Gantt Chart predicting the time you will allocate to each stage of your design. For this stage, you can use weeks to map out your plan. However, as you adjust your Gantt Chart through the progression of the project, you may or may not find it important and useful to adjust to individual days.

Your Gantt Chart should contain all of the major tasks required to accomplish your project. The nature of this course dictates that you may have a different timescale than a traditional university course, so you are expected to distribute your time as per your best ability. Assume that you will be devoting around 115 hours to this assignment, but potentially upwards of 300 hours of total work, so distribute your time across a range that will allow you to accomplish this. For example, if you believe you can devote 8 hours of work a week, your Gantt Chart should span approximately a 15-week time schedule.

Note that for some projects, based on your customer’s needs and/or deadlines for a competition, you may have more or less time to accomplish your project. At a minimum, you should be engaging in a project which spans at least 10 weeks. However, in some instances, you may find yourself engaged in a project that spans 20–30 weeks. Use your best judgment and the requirements of the project and your ability to dedicate yourself to best plan out your time.

Look ahead at future assignments and make sure you account for major milestones (in this case the other assignments), and use the time guidelines to establish when to set those milestones. This will help you plan your time. For this design project, about halfway through you should plan to have delivered an extensive midstream report, and at the end of the project, you should plan to have delivered a final report and presentation.

2. Produce a written Statement of Work to act as your declaration of proposal. This will serve as the basis of your plan going forward, the definition of the scope of the design work in which you will engage. If you are working with a customer in some capacity, this statement should serve as the initial contract of prescribed work to be engaged in, and it should thus be complete and thorough.

Your Statement of Work should be approximately 2–4 pages in length, and it should contain the following:

- *The purpose of the project.* This includes the problem definition, examination of why the project or problem to be solved exists, and the hopeful end goal of the design work.

- *The scope of what you plan on accomplishing.* Do not just list off the metrics or specific deliverables but rather provide a broader explanation of what you will and will not do.
- *The time frame of the work and the tasks to be accomplished.* This will be defined by what you have established from your Gantt Chart.
- *The deliverables that will be turned over to your client or customer when the design is finished.* This serves as the statement for agreement of what you will accomplish. It would include documents (design reports), and potential paths forward.

Examples of Statements of Work:

- NASA: "[Machining Tank Hemispheres for Project Morpheus: Statement of Work.](#)" On this page, you will find a text-only web address (non-hyperlinked) for the Statement of Work in a PDF format. The text address of this PDF is "http://procurement.jsc.nasa.gov/NNJ1243688Q/SOW-Machining-Tank-Hemis.pdf." Please enter this address into your browser. This is a wonderful example of a real-world Statement of Work, produced as part of a government bidding contract process for NASA.
- Drexel University: MEM 491 Senior Design: "[Sample of Written Proposals.](#)" Please click any of the links located in the section, "Sample of Written Proposal." These are more in depth than a simple Statement of Work; however, each will contain a section which contains a Statement of Work, which you can review as examples.

Terms of Use: Please respect the copyright and terms of use displayed on the webpages above.