

Attachment A: Statement of Work

Project Title:

DSPL

[Company Name]

Objectives

The objective(s) of this project include.... [Include a short paragraph or two on the overall objective(s) of the work. Please also further define the objectives in list format, making them Specific, Measurable, Achievable, Relevant, and Time-bound. For example, Objective 1: Deploy "X" solution at "Y" location to decrease average wait time by "Z" minutes during the peak traffic volume hours of 4pm to 6pm Monday through Friday.]

Goals

The goal(s) of this project include....

Target Audience

The Target Audience of the project is....

Set-Up and Tear Down Requirements

In this section describe what is required to set up the deployment. Think about things such as: how many hours required, setup of electrical or other equipment, removal of electrical or other equipment, etc.

Work Plan Overview

[In a half-page or less, please insert summary of general project approach that will meet the objective(s) of the work]

[Insert summary planned approach here.]

Period of Performance: 2023.01.15 – 2023.09.20

Milestone 1 (2023.01.15): Contract executed.

Milestone 2 (yyyy.mm.dd): Insert milestone label

[If any, insert additional numbered Milestones with labels here]

Milestone 4 (yyyy.mm.dd): Insert milestone label

[If any, insert additional numbered Milestones with labels here]

...

Milestone 5 (2023.09.20): Project Close.

Metrics

[Please provide a complete list of planned tracking metrics (quantifying the key measures of success towards achieving the project goals and objectives) and method of monitoring each (frequency, type of data, resolution, accuracy, etc).]

Note: analysis and outcomes of these metrics should be included in the project final report.

- [Insert Metric 1]
- [Insert Metric 2]
- ...
- [Insert Metric N]

Michigan Growth Plan

[Please provide a complete list of intended Michigan growth plan activities and specific goals to be measured in order to achieve the intended growth plan in Michigan].

[EXAMPLES:

- **Activity:** *Company will work with partners to expand deployment within the defined service territory.*
 - **Goal:** *New contract or contract extension with project partners for proposed product/solution.*
- **Activity:** *Upon successful completion of the real world deployment, Company intends to open a Michigan office.*
 - **Goal:** *Company opens a new office location in Michigan.*
- **Activity:** *Upon successful completion of the real world deployment, Company will hire two (2) software developers.*
 - **Goal:** *Company will increase its employee headcount in Michigan by at least two (2).*
- **Activity:** *Company will work with partners to identify Michigan-based manufacturing partners for its products.*
 - **Goal:** *Company will execute a contract manufacturing agreement with a Michigan-based entity.]*

- [Insert Activity/Goal 1]
- [Insert Activity/Goal 2]
- ...
- [Insert Activity/Goal N]