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iNEMI Statement of Work (SOW)
Name TIG
Name Project

Instructions for use:

1. Save this file as "Project Name Statement of Work Draft 1.0"
2. All bold headings should be left as they are. These will form the structure of the document.
3. The Basic Project Information section should cover all the bulleted items, but only *briefly*. The first draft will consist of only this basic information. Later drafts will include detailed information in the Project Plan section. The order of the sub-headers is up to the formation team to determine how best to describe the scope and reasoning behind the proposal.
4. The bullets beneath each heading are suggestions of what should be included in that section. All bullets may not apply to all projects. If none of the bullets apply, then substitute what you think is necessary or simply state "not applicable". For the first draft, do not delete the heading even if it is not used.
5. For the first draft, the Project Plan section will usually not be filled in. Just state "Project Plan is being developed". Leave all the headings in place so that it will be easy to fill in the Project Plan in subsequent drafts. When you are ready to include the Project Plan, provide *all* available details for each topic.
6. In the Project Plan section, if there are more than two phases, add additional section via cut and paste. If the project consists of just one phase, delete the entire phase 2 section.
7. When you are finished, you can delete these instructions.

Version #

Date:

Project Leader:
Co-Project Leader:
iNEMI Staff:

Basic Project Information

Background/Context

- Provide any background information that explains why this project is being proposed.

Scope of Work

- Describe what work will be done
- State the major goals of the project at the end of project deliverables
- Provide an approximate timeframe for major phases of the project and for completion

Purpose of Project

- Explain how the project aligns to the roadmap and what gaps will be filled
- Will the project provide a complete solution or be part of a complex solution?
- List anticipated benefits to participants, to the iNEMI membership in general, and the industry

IS / IS NOT Analysis

This Project IS:	This Project IS NOT:
Project 1: XXX	
	Development of a specific standard(s)
	Repeat of prior or existing work
	Biased towards specific suppliers, geographies, or market segments

Business Impact

- Provide information on what impact this project will have on

Participating organization

- iNEMI member companies
- Industry as a whole

Outcome of Project

- List addressed issues that are expected to addressed and/or resolved, e.g., identify gaps, report(s) on results of any testing, etc.
- List expected deliverables
- List any project milestones
- Sharing Project Results: To be determined by the project team on what information will be shared outside of the team.

Previous Related Work

- Review any related research or development done within the industry
- Summarize, briefly, directly related academic research, if any

Prospective Participants

- List prospective participants. Strive to include representatives of all facets of the industry, including customers, suppliers, and manufacturers.

Project Plan

Schedule with Milestones

- Project plan with identified tasks, intermediate check points, and end dates
- A detailed timeline, including each project activity and each scheduled project review. Use the following format:

	Q1			Q2			Q3			Q4			Q5			Q6			Q7			Q8	
Phase 1																							
Task 1																							
Task 2																							
…																							
…																							
…																							
…																							
…																							
…																							
…																							
Task n																							
Phase 2							TENTATIVE (18months)																
…							TENTATIVE (18months)																
…							TENTATIVE (18months)																

Phase 1 – Detailed Information

Task 1 – Task n **(include the following information for each task in a separate bullet list, remove any bullets that don't apply to the specific task, e.g., materials and processes may not be applicable for of existing documents)**

- Resources
  - A detailed list the resources needed and expenditures expected for the project, including human resources, money, and equipment
  - List of committed resources from participating companies
  - State source of funding for any components, assembly, design, and testing needs. Alternatives include participant donation, iNEMI direct funding, and supplier donation.
- Materials and Processes
  - Identify the materials to be used. Standard materials should be used whenever possible. Use of standard materials reduces costs, improves yields, and assures the widest applicability of results within the industry. Justification should be provided if non-standard materials are to be used.
  - Describe any processes to be used, including applicable standards and specifications. Use of standard processes reduces costs, improves yields, and assures the widest applicability of results within the industry. Use of any non-standard processes must be justified.
  - Any specific suppliers or technologies required and reasons for the requirement
  - In cases where custom components are necessary, state which project participant is responsible for assuming this cost
- Testing Procedures
  - State anticipated number of parts to be tested. Use discrimination in choosing samples for failure analysis to maximize ROI.

- Use IPC 9701 0-100C as baseline ATC unless justification can be given for alternate test parameters
- For test vehicle design and fabrication, it is recommended that reference components that have been ATC tested on previous projects be used to provide a baseline and facilitate comparison of results between projects.
- Explain design protocol. Use standard design practices and commonly used software to reduce costs and widen applicability of results.
- At what stages testing will be done and time needed

Phase 2 – Detailed Information

Task 1 – Task n **(include the following information for each task in a separate bullet list, remove any bullets that don't apply to the specific task, e.g., materials and processes may not be applicable for of existing documents)**

- Resources
  - A detailed list the resources needed and expenditures expected for the project, including human resources, money, and equipment
  - List of committed resources from participating companies
  - State source of funding for any components, assembly, design, and testing needs. Alternatives include participant donation, iNEMI direct funding, and supplier donation.
- Materials and Processes
  - Identify the materials to be used. Standard materials should be used whenever possible. Use of standard materials reduces costs, improves yields, and assures the widest applicability of results within the industry. Justification should be provided if non-standard materials are to be used.
  - Describe any processes to be used, including applicable standards and specifications. Use of standard processes reduces costs, improves yields, and assures the widest applicability of results within the industry. Use of any non-standard processes must be justified.
  - Any specific suppliers or technologies required and reasons for the requirement
  - In cases where custom components are necessary, state which project participant is responsible for assuming this cost
- Testing Procedures
  - State anticipated number of parts to be tested. Use discrimination in choosing samples for failure analysis to maximize ROI.
  - Use IPC 9701 0-100C as baseline ATC unless justification can be given for alternate test parameters
  - For test vehicle design and fabrication, it is recommended that reference components that have been ATC tested on previous projects be used to provide a baseline and facilitate comparison of results between projects.
  - Explain design protocol. Use standard design practices and commonly used software to reduce costs and widen applicability of results.
  - At what stages testing will be done and time needed

Project monitoring plans

- Ensure open lines of communication among participants
- Review all project requirements with participants before the project begins.
- Project participants will meet bi-weekly to review various aspects of the project and make plans for next phases of the project.
- Meeting minutes provided through e-mail
- Follow-up with individuals on an as-needed basis

- Provide any project specific monitoring or communications plans, e.g., multiple project meetings to cover multiple regions (EMEA, Asia, Americas)
- Workshops and face-to-face meetings as determined by the project team
- Progress reports will be provided upon request for presentation at regularly scheduled iNEMI meetings (e.g. a short series of PowerPoint slides showing the work in progress at member council meetings).
- Track and document approximate man-months per quarter per team member (this will require the active members of the team to provide estimates).
- Track and document approximate number of people on the project per quarter (this can be tracked through iNEMI's WebEx account.)

General and Administrative

Guidelines for this project and all other iNEMI Projects are documented at http://thor.inemi.org/webdownload/join/General_and_Admnistrative_Project_Guidelines.pdf