# **CAPSTONE PROJECT**

# **Statement of Work Template**

**Project Summary:** Include a brief overview of the project. Depending on the needs of your client and/or stakeholders, this may be more or less extensive. For some projects, copying your Project Proposal Executive Summary may be a fit; for other projects, clients may read the full Proposal and so not require a project summary as part of the Statement of Work.

**Key Parties Involved:** Briefly list all key parties involved in the project, including the capstone project team, the client, and other key stakeholders, such as teams or individuals who will provide approval, access to systems, access to data, etc. For each party, list their job title and affiliation, their project roles and responsibilities, and their contact information.

**Approval Process:** Briefly describe the approval process required by the client and/or other key stakeholders. Detail which components of the project will require approval, when, and by whom. To the extent possible, estimate the amount of time needed for the project to be submitted, reviewed, and receive approval. Be clear which approvals have been received to date and the timeline and plans for future required approvals.

**Planned Project Timeline:** Include a high-level project timeline that lists the key phases of the project using the scope-RIDE-scale model. Indicate how much time the team estimates will be spent in each phase and summarize the key activities planned in each phase. It can be helpful to include a range of time estimates (e.g., best-case scenario and/or most likely scenario and/or worst-case scenario). It can also be helpful to consider alternate plans so that you are prepared when project obstacles inevitably arise.

**Additional Sections:** Include other sections needed for your project, as discussed with your client, stakeholders, and advisor. These sections will differ for each project, but may include:

* Project objectives
* Key success indicators
* Project scope
* Project budget (Most projects are not expected to have substantial costs other than in-kind labour from relevant staff. UBC can provide access to relevant resources, such as survey platforms, to minimize costs. If other major costs are expected, please discuss with your advisor to determine whether there are other resources available that can help defray costs.)
* Additional considerations that briefly describe plans for handling research and/or Behavioural Insights ethics, data issues, privacy issues, and the sharing of project results.
* Appendices requested by clients could include ethics protocols, data collection plans, etc.