

Statement of Work

Instructions: This document identifies the goals, constraints, and success criteria for the project. The project manager should initially prepare a draft of the Statement of Work, then submit it to the stakeholders for their review and comments until there is overall agreement.

Title of Project

Date Prepared Date Adopted

Stakeholders

Sponsor

Project Manager

Management
(Exec Committee)

Project Team

Users & Customers

Other Stakeholders

Objectives and Constraints

Purpose

Deliver progress in securing campus computing and data assets

Scope

Project includes work in general security Awareness, security training for technical staff, documentation of security best practices, and evaluation and recommendation for future implementation of technical security ~~assets~~ products.

Deliverables

"Best practice" documentation, should be reviewed annually
P&P deployment plan
Technology recommendation documents
Delivery of training for ~~the~~ campus technical staff
Delivery of awareness campaign materials to campus community

Cost Estimate

[REDACTED]

Schedule Estimate

Varied, but overall project to be completed by June 30, 2008 if approved.

[REDACTED]

Communications Plan

Instructions: This document describes the communications procedures – including meetings – that are to be followed for the project. The project manager should initially prepare a draft of the Communications Plan, then submit it to the stakeholders for their review and comments until there is overall agreement. The Communications Plan should accompany the Statement of Work.

Title of Project

Date Prepared *Date Adopted*

Stakeholders

Sponsor

*Management
(Exec Committee)*

Project Team

Users & Customers