



Form 3210 FR.05

Statement of Work / Exhibit A to Services Agreement

Revised 11/1/2022

Supplier Name: _____

Department Name: _____

Project Name/Type of Service: _____

Overview

Project description, research scope, and business need.

Description of Services

Detailed description of ALL services the Supplier will provide to Yale. What, how, where?

Include Supplier's and Yale's resources on the project (key staff, equipment, facilities access etc.).

Project Timeline and Milestones

Clear and detailed project timeline, including expected start and end date.

Milestones/phases – key events measuring the project's success and deadlines for submission of deliverables.

Deliverables

Tangible and intangible output/work product the Supplier will deliver to Yale (e.g., written reports, analysis, plans, measurable improvements to systems, or processes etc.)

Include detailed specifications and requirements of the expected performance, output, results.

Checkpoints/Approvals

List all checkpoints and approvals of Supplier's deliverables prior to authorizing payment.

Who will approve completed milestones and/or deliverables, at what point of the project, and against what criteria?

Include process for issue escalation with the Supplier and process for project changes arising from the Supplier.

Payment

Detail the amounts that Yale will pay for each phase of the project.

(e.g., hourly/monthly/quarterly rates, anticipated time to be dedicated to delivering the services, breakdown of any additional costs).

Include clear and detailed plan of payments linked to completed milestones/phases, or deliverables.

Additional Information as Needed

Project-specific terms and requirements not covered in the Services Agreement (e.g., Service Level Agreements).

Note: SOW terms must not conflict with the terms in the Services Agreement.

Accepted by a duly authorized representative:

SUPPLIER

Signature

Print Name: _____

Title: _____

Date: _____