**Identifying and Selecting Project**

**Due date for this phase is: 10/11/ 2015**

**1’st Phase: Each group should perform the following:**

**Statement of Work**

**Note: This is some basic concepts that any student can include in the first phase**

1. **Name of project**
2. **Mission**
3. **Vision**
4. **Scope of Work**: This describes roughly the work to be done in detail.
5. **Work**: This describes where the work is to be performed.
6. **Period of Performance**: such as start and finish time, number of hours
7. **Deliverables Schedule**: This part lists the specific deliverables, describing what is due and when.
8. **Applicable Standards**: This describes any industry specific standards that need to be adhered to in fulfilling the contract.
9. **Acceptance Criteria**: This specifies how the buyer or receiver of goods will determine if the product or service is acceptable.( criteria for classifying and ranking the project).
10. **Type of Contract/Payment Schedule**.