Planning Exercise: Writing the Scope of Work

Need: Your agency director wants each person in a supervisory position to attend general management training. All supervisors from across the state will need to attend. Based on this information, you have been directed to (1) further define the agency's trainings needs, and (2) write a proposal to select the service provider who will conduct the training as identified by your agency.

<u>Based on the scenario described above and with a wide latitude of decision-making authority:</u>

A. Provide a **broad overview** of the outcomes the agency wants to achieve as a result of this contract (what we care about):

B. List **specific deliverables** the contractor must accomplish to reach the desired outcomes (what the contractor will do):

Based on the answers for A and B, list relevant information the agency would need to provide in the procurement document in order for contractors to bid on this project. Add any new ideas to A or B as needed.