**Note:** This document supports the AGREEMENT between [company name] and [client] for [purpose of the work]. Changes may be made to the scope of work by the process defined in the AMENDMENTS section, near the end of this document.

**Project Title:** Insert title

**Client:** Name

**Project Leader:** Name(s), titles, contact information

**Project Objectives:**

*These are the broad reasons for doing the evaluation, and might reference evaluation requirements in the RFP through which project funding was secured*

* To **provide** [or other active verb]…
* To **develop**…
* To **produce** and **provide** annual evaluation reports, incorporating both formative and summative elements as appropriate; to give stakeholders accurate, comprehensive descriptions and analyses of project events and outcomes.

**Project Scope Description:**

The evaluation will result in [whatever] for the purpose of [whatever], using [whatever broad statement of approach/method, may refer to *study protocol documentation*]

To that end, [company name] will

* Activity
* Activity
* Activity
* Activity

In support of the above work, [client name] will

* Activity
* Activity
* Activity
* Activity

[Summary statement as appropriate]

*Think about the broad purposes to which evaluation research might be applied –* ***Compliance/accountability*** *reporting (of activities, expenditures, etc.),* ***efficacy testing*** *(ascertaining the degree to which the intervention “works”), or for* ***project feedback/improvement*** *purposes. This conversation is often framed in terms of “formative” and “summative” evaluation but that language may not be applied consistently.*

**Project Requirements:**

[Company name] and [client] will adhere to the requirements outlined in the contractual terms of agreement. In addition… *This is an opportunity to describe any details not included in the contract language (e.g., conference attendance, participation in buy-in activities, etc.)*

**Project Boundaries:**

[Limits around the nature of the evaluation to be conducted]. *This is an opportunity to be explicit about what the work does \*not\* include, and is probably only necessary if potential missteps can be anticipated. For example, if the Principal Investigator is expected to collect and analyze data necessary for the research embedded in an National Science Foundation project, it might avoid problems to be specific about the external evaluator not collecting and analyzing those data; instead looking at the implementation and impact of that research.*

**Project Deliverables:**

The work described herein will result in the following products [detail as appropriate, including due dates]:

* Instruments
* Consent materials, IRB submission documentation
* Data products (e.g., summaries for formative purposes)
* Formal reports (by audience and purpose)
* Documentation (e.g., technical specs for instruments)

**Project Assumptions:**

[Explicit descriptions as of things we are counting on happening as planned, failure of which might put the evaluation in jeopardy.]

* Funding – *That the project will be funded, and that funding will continue over the anticipated life of the work (e.g., “Funding for the external evaluation is anticipated to adhere to the amounts and timeline indicated in the contract”)*
* Implementation of the project – *That the project will be implemented on the established timeline (e.g., “All workshops will be completed by April 30, 2016”)*
* Documentation of implementation activities by the client – *That someone will keep track of the program being evaluated (e.g., “Project staff will keep detailed logs of workshop dates, locations, and participant sign-in sheets”)*
* Commitment of participants – *That participants are necessary for successful completion of the evaluation (e.g., “Participants may opt out of the study under provisions of the IRB, so the final number of participants cannot be guaranteed.”)*

**Project Constraints:**

[Factors that actually or potentially limit the work]

* Timeline
* Budget/spending limits (e.g., hardware purchases or travel)
* Access to data or informants
* Reporting deadlines
* Other funder’s expectations/constraints
* Dependencies (e.g., communication, completion of project tasks necessary before starting evaluation tasks)

**Initial Evaluation Personnel Organization:**

[staff name, title] will serve as **Project Leader**, managing all aspects of the evaluation; communicating with the client; ensuring that tasks are completed in a timely manner and within budgetary constraints; planning participating in data collection and analysis; leading report writing and revision.

[Additional evaluation staff, title, responsibilities as needed]

**Initial Defined Risks and Contingencies:**

*What might go wrong but more importantly, how will risks be mitigated, should the worst happen? Again, it’s not possible to predict every eventuality but include any that either party can come up with as a possible problem. Risks might be in terms of any aspect of the scope, including failures of Assumptions (above).*

* [Description of anticipated risk and contingencies]
* [Description of anticipated risk and contingencies]

**Scheduled Milestones:**

* Illustrate the timeline as appropriate for the project
* Describe milestones associated with the work
  + Process milestones
  + Deliverable milestones including interim products (e.g., instruments for client approval) and dates.

Tables/figures may be helpful to illustrate milestones. *It may be a good idea to establish timelines/milestones in terms of “plus days” (e.g., contract date +45 days) or “minus days” (report due date -90 days), in order to accommodate wobbliness.*

**Amendments:**

Amendments documenting adjustments to the scope of work that *do not require changes in contractual terms of agreement between [company name] and [client name]* (e.g., the contract price) may be made by mutual agreement between [company name] and [client name]. Amendments will refer to this document, and be numbered sequentially and dated. Changes in the scope of work may be made only by such an amendment, and all changes must be documented by amendments. Amendments become effective upon written affirmation of acceptance (including e-mail) by both parties.

**Fund Limitations:**

[Limitations re: payment, if applicable and not included in the contract (e.g., grantor contracting terms)]

**Cost Estimate:**

The total cost of the [multiyear] project is $XXX,XXX. The project is funded annually as follows:

Year 1: $XX,XXX

Year 2: $XX,XXX

Year 3: $XX,XXX

*Note that any section in this template may be made unnecessary if it is sufficiently covered in the contract. It may, however, be helpful to duplicate selected information here, if the contract is a separate document. The scope may also provide more detail (e.g., details of deliverables), than does the contract.*

**Payment Schedule:**

*Refer to the payment schedule in the contract, or detail here if schedule is not described there.*

**Approval Requirements:**

*Describe any specific standards or expectations for the work to be performed or deliverables that result.*

* [Company name] will adhere to all applicable professional Program Evaluation Standards
* Data collection and consent procedures and instruments meet applicable standards for the protection of evaluation participants
* Deliverables will adhere to [describe quality assurance processes or standards]
* Content will be subject to expert review
* Others as applicable (e.g., web compatibility of deliverables, validity testing of instruments)

**Product Acceptance Process:**

[Client name] will notify [company name] of acceptance of annual and final reports following review by the project director, within 10 working days of her receipt of those deliverables. [Insert other descriptions of processes by which Specifications for the Evaluation (above) will be ascertained.]