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Space systems — Programme management — Statement of work

Systèmes spatiaux — Gestion de programme — Déclaration de travail

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

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For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the WTO principles in the Technical Barriers to Trade (TBT) see the following URL: Foreword - Supplementary information

The committee responsible for this document is ISO/TC 20, *Aircraft and space vehicles*, Subcommittee SC 14, *Space systems and operations*.

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Introduction

This International Standard defines the process and contents of statement of work (SOW) for space systems. The SOW shall define the customer management requirements and activities to satisfy the contract requirements. The SOW is the baseline of business agreement to develop the management requirements of a space system.

This International Standard contributes to the satisfaction of quality and on time delivery of space systems, subsystems and components.

This International Standard provides the significant process and tools to meet the contract management requirements and acts as a supplement to ISO 14300-1.

This International Standard helps to develop a statement of work applicable to all types of space systems, all product elements, and projects.

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Space systems — Programme management — Statement of work

1 Scope

This International Standard provides an overview of the purpose and descriptions of statement of work (SOW), its required contents, and process for developing the document.

This International Standard is applicable to all types of space systems, product elements, and projects.

2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 10007, *Quality management systems — Guidelines for configuration management*

ISO 10795, *Space systems — Programme management and quality — Vocabulary*

ISO 14300-1, *Space systems — Programme management — Part 1: Structuring of a project*

ISO 14300-2, *Space systems — Programme management — Part 2: Product assurance*

ISO 16091, *Space systems — Integrated logistic support*

ISO 16192, *Space systems — Experience gained in space projects (Lessons learned) — Principles and guidelines*

ISO 17666, *Space systems — Risk management*

ISO 27026, *Space systems — Programme management — Breakdown of project management structures*

3 Terms, definitions and abbreviated terms

3.1 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 10795 and the following apply.

3.1.1
management requirement
formalized statement in the statement of work made exclusively to describe what to deliver and to specify the work to be performed, excluding the technical performance

3.1.2
mission statement
document expressing the set of collected needs

Note 1 to entry: The mission statement is a document established by the customer, which reflects the users needs, and is used as input to all phases of a space system project.

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3.1.3
scope statement
document expressing the project scope, including major deliverables, project assumptions, project constraints and a description of work, that provides a documented basis for making further project decisions and for conforming to or developing a common understanding of project scope among the stakeholders

Note 1 to entry: Project scope refers to the work that must be performed to deliver a product, service, or result with the specified features and functions.

3.1.4
statement of work
SOW
contractual document prepared during project initiation and planning that describes what the project shall deliver and outlines all work required to complete the project

[SOURCE: ISO 10795:2011, definition 1.216]

3.2 Abbreviated terms

The following abbreviated terms are defined and used within this document.

CM Configuration Management

PA Product Assurance

ILS Integrated Logistic Support

SOW Statement Of Work

WBS Work Breakdown Structure

4 Statement of work — Purpose and description

A statement of work (SOW) defines what is to be delivered and to be done by the supplier in terms of requirements, not how to accomplish the work by supplier.

The SOW is a valuable tool to capture the work to be done by the supplier for contract management.

The SOW is one of the attachments in the business agreement and is consistent with all sections of the business agreement.

The SOW is the major document in the business agreement which forms the basis for effective management of a project. A SOW serves as the standard for determining if the supplier meets the stated management requirements.

The requirements in the SOW are stated in terms of results needed rather than how to proceed in order to achieve those results.

5 Process for establishing a statement of work

5.1 General

A systematic process for SOW development begins with an analysis of what work is to be performed and the work breakdown into components. It ends with a clear description of output requirements.

The process for establishing the SOW should be implemented during Phase A of the systems engineering life cycle.

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