

Make Scope Writer your ghost writer for SOWs

Fluor Hanford's Project Operations Center and Contracts organizations are launching the Fluor Hanford Scope Writer application, a Web-based tool that is a template for preparing Statements of Work, or SOWs.

The tool helps the two Fluor Hanford organizations meet one of their "business owners" goals by providing tools for end users that are useful in preparing adequate SOWs for obtaining services. Scope Writer contains all of the sections specified in HNF-PRO-186, *Preparation of Statement of Work*.

Scope Writer standardizes and automates the SOW writing process. It achieves this by prompting the user for answers to very clear and specific questions required to produce an adequate SOW. The automated tools provides drop-down list boxes, code-generated statements, example SOWs, online help and status messages.

The application produces a document that the user can save as a Microsoft Word document on his or her workstation. The user may then access this document and edit as necessary before attaching it to a contract requisition in BMS PassPort.

There are two distinct branches to the site:

- **Managed Task Branch** is focused on generating a Statement of Work for a managed task.
- **Shared Branch** is focused on generating a Statement of Work for a shared resource.

Users may access the application at http://www.rl.gov/pmm/scopewriter/scope_writer.html. A password is not required for using the site because it is simply a Microsoft Word template. To support the application, there is also a users' guide. This guide or the online help and manual options within Scope Writer provide the necessary illustrations to develop SOWs.

Questions or comments about Scope Writer may be sent to ^Scope Writer. ♦