VectorVMS

9-STEP CHECKLIST TO CONTROL YOUR STATEMENT OF WORK SPEND

PHASE 1: DEFINING YOUR CURRENT STATE

It's impossible to create an efficient SOW program without assessing what you have now. Let's start by defining your service procurement program's current state using these three steps:
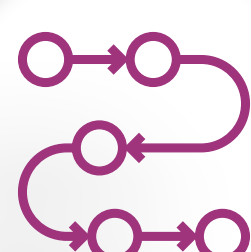
STEP 1: Categorize your SOW spend

STEP 2: Compile what you know about active projects

STEP 3: Outline your current steps and processes

PHASE 2: OUTLINING DESIRED FUTURE STATE

Now that you've mapped out your current workflow, it's time to look forward and start building your desired workflow using the following steps:

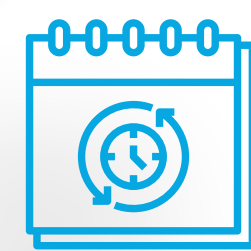**STEP 4:** Define your goals for your SOW program

STEP 5: Create standards that achieve your desired goal

STEP 6: Pick your team to drive change

STEP 7: Outline your desired future state workflow

PHASE 3: IMPLEMENT YOUR VISION

You're now ready to select how you want to manage the process, and to choose the technology you want to manage it with. There are two steps left:

STEP 8: Determine your program management style

STEP 9: Implement your SOW program