MERIDIAN PARTNERS

STRUCTURED DELIVERY PARTNERSHIPS

Statement of Work

A structured statement of work defining objectives, deliverables, responsibilities, milestones, acceptance criteria, and change control.

CONTROLLED DOCUMENT · NS-003-2026

Mara Klein · 4 August 2026

Document contents

Document status	Review basis	Version
Draft for review	Organization-specific adaptation required	1.0

0.1 Purpose and objectives

Connect the engagement to the governing agreement and define the outcomes this statement of work authorizes.

Document control	Detail
Owner	Mara Klein
Reference	NS-003-2026
Effective date	4 August 2026
Status	Ready for review

0.2 Scope

Describe included services, work locations, environments, assumptions, dependencies, and exclusions. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.3 Deliverables and acceptance

Define every deliverable, due milestone, review window, objective acceptance criterion, and deemed-acceptance rule.

Deliverable	Scope	Owner	Target
Deliverables and acceptance	Agreed client outcome	Mara Klein	4 August 2026

Deliverable	Scope	Owner	Target
Review and handover	Evidence and acceptance	Client team	To be confirmed

0.4 Roles and responsibilities

Allocate responsibilities across client, supplier, third parties, governance forums, and escalation contacts. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.5 Schedule and milestones

Establish the baseline timeline, dependencies, customer inputs, critical dates, and delay-handling process. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.6 Fees and expenses

Document pricing basis, invoices, expenses, taxes, payment terms, and commercial assumptions. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.7 Change control

Set a controlled method to request, assess, approve, reject, and trace changes to scope, time, or fees. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.8 Governance and reporting

Define status reporting, decision rights, meeting cadence, risk escalation, and records retained. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.9 Approval and signatures

By signing, the parties confirm that they have reviewed the document and accept the recorded decision or terms.

> **Review notice:** Review and adapt this template with qualified professional advice before relying on it.

Name *

Title or role *

Signature *

Date *