

## Example 541-3 Scope of Work (SOW) Virtual – Tour of Research Facility

- **Background:** This statement of work will be issued under contract number: GS-23F-0100R. *Briefly describe the project and its relationship to program mission. Include a brief narrative describing how this project “came to be”.*
- **Audience:** scientific and engineering professionals
- **Delivery scheme:** Interactive web site and CD ROM for delivery via US Post Office or Trade Show
- **Project location:** Research and Development facility plus remote experimental stations
- **Virtual –Tour structure:** Interactive images tied to site plans and floor plans
- **Story board development:**
  - Facility Mission Statement
    - Audio
    - Video
    - Text
  - Facility History
    - Audio
    - Video
    - Text
  - Organization
  - Specialized equipment
  - Virtual-Tour of area 1
    - Photos
    - Interactive VR
      - Object Movies
      - 360° Images
  - Virtual-Tour of area 2
    - Photos
    - Interactive VR
      - Object Movies
      - 360° Images
  - Web site Links
  - Contact Information
  - Questionnaires
- **Approved logos, audio and video files**
- **Period of performance:** 10 January 2006 – 28 February 2006
- **Art work, labels and mailers:** furnished by client
- **Delivery schedule / Milestones:**
  - Status Report Meetings
  - Progress Report
  - Project Management Team (PMT) Meetings
  - Program Reviews
  - Outlines and Drafts
  - Approvals
- **Payment Schedule**
  - 1/3 - story board development
  - 1/3 - interactive content development
  - 1/3 - completion
- **Special standards and any special requirements, where applicable**
  - Security Clearance for contracted services
  - Security clearance for developed content
  - Access to Facilities
  - Access to Utilities
  - Permission to use existing archival documents
  - Permission to use client staff in images