



# Scope of Works Manager

Decideware's Scope of Works Manager helps you control supplier related expenditure and manage key deliverables



supplier performance experts  
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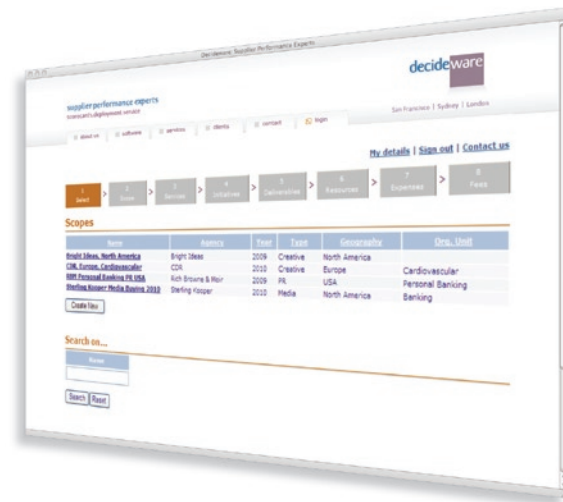
## Overview

All large organizations use a Scope of Works process to help manage workflow with their suppliers.

Managers typically develop the Scope of Works documents to complete the contractual engagement process e.g. as an attachment to the contract. They rely on the documents to control supplier related expenditure.

Scope of Works is also an essential process to ensure that both parties understand what to expect during the course of an engagement. Managing the expectations of both parties is essential to ensure the relationship remains productive and successful.

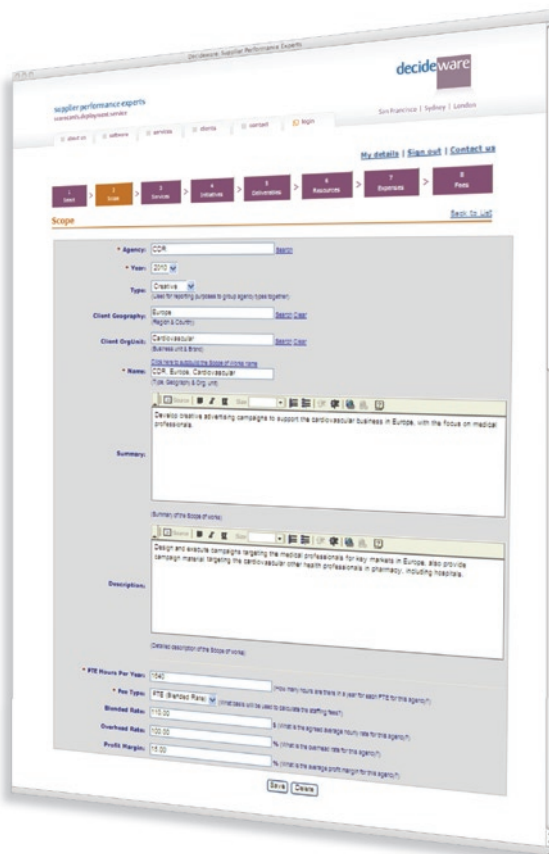
Essentially, the Scope of Works document defines the Who, What, When, Where and How of a Client/Supplier agreement.



*Scope of Works Manager helps you control work that has been outsourced to suppliers*

However, most Scope of Works management tools are cumbersome to use because they are not web-enabled, reliant on “old technology” like email, Word or Excel. So most Scope of Works processes are labor intensive and difficult for teams of people to work off the same, most-current version.

Decideware's **Scope of Works Manager** is new, delivered in the Software-as-a-Service model (accessed online), built in response to industry needs, designed with input from many of America's best known, large companies, configurable to every client's needs – and available now.



*The key details of each Scope are easily captured and managed, including the FTE*

### What is a Scope of Works?

A **Scope of Works** (variously called a Scope of Work, Statement of Requirements, etc) captures and agrees the work activities, deliverables and timeline that a vendor will execute against in performance of work for a customer.

## Why We Built a Scope of Works Tool

There is a huge need for an on-demand Scope of Works software application which allows clients to more easily create and amend scopes, access key data quickly, share most current versions with key stakeholders and develop reports for management. Email and paper systems just can't cope with the speed of business.

We designed **Scope of Works Manager** with input from some of America's largest advertisers to ensure it met industry requirements.

Like most organizations, they had been using an email and Word based system which was functionality adequate, but difficult to use simply because it wasn't available on-line. This meant of course, that managers in the company spent lots of time going back and forth with suppliers updating scope of works documents and trying to keep everyone working on the same, most current version.

That lack of access to the most current version meant the process seemed to lag behind the needs of the business and no-one was ever quite sure if they had the latest scope of works documents.

A second issue was that managers couldn't easily access the data. So it was frustrating if they wanted to make updates, check on the status of the latest agreements, re-negotiate business arrangements with suppliers or develop reports for senior management.

## The Specifications

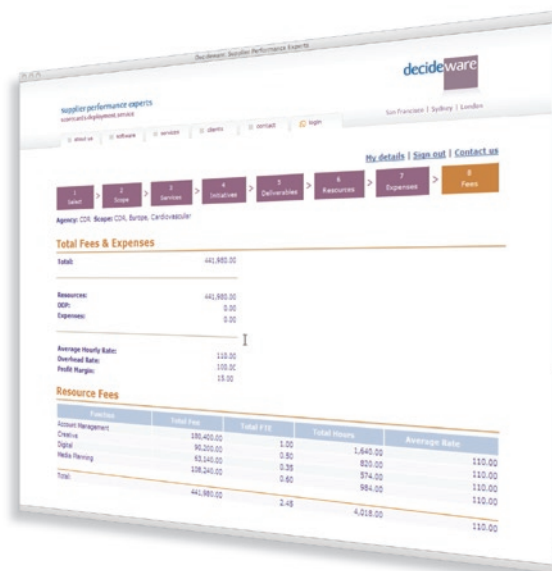
So, the specifications for this application, were:

- Provide a robust, configurable framework
- Build it as a Software-as-a-Service model
- Offer the full functionality of the existing system (managing advertising & communication agencies)
- Provide great features, such as:
  - ◆ The ability for clients to adopt the tool without re-working their existing methods
  - ◆ FTE calculations can be made quickly and easily
- Managers can retrieve information and produce reports in real-time
- Ensure it is configurable and flexible, not prescriptive – to adapt to changing needs

With a clear vision of a superior product, **Scope of Works Manager** was developed to offer a best-in-class software application, offering superior functionality over paper based tools.



*Every significant piece of work (Deliverable) can be captured in the tool to help ensure it's all delivered according to the agreement*



*Managing Fees and Expenses is easy with a simple but powerful module to capture all resource costs*

## An Integrated Suite of Supplier Management Tools

For Decideware's supplier performance evaluation clients, **Scope of Works Manager** is offered as an integrated module within the Relationship Optimizer (supplier evaluation) suite. Along with Capability Manager (supplier roster module), these three stand-alone yet integrated software modules provide a powerful supplier management tool-suite.

## Reports

Scope of Works Manager offers a powerful reporting suite to help supplier managers control supplier related expenditure and manage key deliverables.

A series of standard reports and data query tools are scheduled for further development. These offer clients:

- A powerful and complete set of standard reports
- The ability to execute ad hoc data queries

## Support

As with all Decideware tools, we offer clients full deployment and ongoing technical support for Scope of Works Manager. We also provide a User Guide which provides step-by-step assistance to fully utilize the technology. With experienced staff in San Francisco, Cincinnati, London and Sydney, Decideware can help you deploy successfully and optimize your investment.

Item	Item Name	FTE	Budget	Overhead	Profit	Total PPE	Total Hours	Avg Hourly Rate	Total Resources	Total OOP	Total Expenses	Total Fee
000	000	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
001	001	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
002	002	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
003	003	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
004	004	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
005	005	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
006	006	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
007	007	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
008	008	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
009	009	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
010	010	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
011	011	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
012	012	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
013	013	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
014	014	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
015	015	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
016	016	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
017	017	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
018	018	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
019	019	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
020	020	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
021	021	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
022	022	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
023	023	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
024	024	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
025	025	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
026	026	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
027	027	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
028	028	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
029	029	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
030	030	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
031	031	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
032	032	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
033	033	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
034	034	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
035	035	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
036	036	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
037	037	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
038	038	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
039	039	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
040	040	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
041	041	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
042	042	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
043	043	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
044	044	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
045	045	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
046	046	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
047	047	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
048	048	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
049	049	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
050	050	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
051	051	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
052	052	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
053	053	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
054	054	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
055	055	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
056	056	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
057	057	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
058	058	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
059	059	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
060	060	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
061	061	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
062	062	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
063	063	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
064	064	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
065	065	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
066	066	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
067	067	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
068	068	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
069	069	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
070	070	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00	75,000.00	1,290,700.00	
071	071	1,000.00	100,000.00	10,000.00	4,000.00	2,700.00	120.00	975,700.00	52,000.00</			

## Key Features & Benefits

The key features & benefits of **Scope of Works Manager**, are:

1. **Easily accessible Software-as-a-Service (delivered across the Internet)**
2. **Easy to use**
3. **Configurable to your requirements**
4. **Built to industry requirements**
5. **Manage key scope data, for example**
  - **Project Overview:** Description, Year, Type, Geography
  - **Financials**
    - ◆ FTE, Profit Margin, Out of Pocket, etc
  - **Services**
    - ◆ Descriptions of services to be delivered
  - **Initiatives**
    - ◆ Descriptions of each major initiative
  - **Deliverables**
    - ◆ Descriptions of specific deliverables within a larger project
  - **Resources**
    - ◆ Identified by role, eg Account Director, Project Manager, etc
  - **Expenses**
    - ◆ Average Hourly Rate, Overhead Rate, Profit Margin
  - **Fees**
    - ◆ By resource classification
  - **Timelines and Risk Management**
    - ◆ Capture key timings and monitor delivery against deadlines to help mitigate the risk of overdue projects
6. **Access great reports**
  - A complete set of standard reports
  - Ad hoc data query functions

## About Decideware

Decideware is a leading provider of supplier performance management solutions, globally.

Decideware's client list includes many large companies including members of the Fortune 1000 in sectors including FMCG, pharmaceuticals, restaurants, retail, manufacturing and technology.

In March 2008, Decideware was named as one of the Gartner "Cool Vendors in Procurement and Finance". Decideware was named in the Supply & Demand Chain Executive 100 for 2008 and 2009. Richard Benyon was also named in the Supply & Demand Chain Executive Pros to Know in 2009.

## Sales Enquiries

For further information about Decideware's **Scope of Works Manager** software application, contact: Richard Benyon at [rbenyon@decideware.com](mailto:rbenyon@decideware.com) in the USA, Derek Groom at [dgroom@decideware.com](mailto:dgroom@decideware.com) in the UK/ EU, Vijeya Ratnam in Australia ([vratnam@decideware.com](mailto:vratnam@decideware.com)) or [sales@decideware.com](mailto:sales@decideware.com).

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