**CAI SOW Reference #\_\_\_\_\_\_\_\_\_\_\_**

1. **Business Request**

Describe the business need in terms of the modified functionality or change enhancement that’s being requested.

1. **Assumptions and/or Interdependencies**

List known assumptions or conditions that must be met in order for the request to be fulfilled as well as interdependent activities that must be completed prior to beginning this body of work.

1. **Expected Outcomes**

List the specific deliverables or work products to be produced.

1. **Estimated Hours**

Estimated number of billable work hours based on project described above.

\_\_\_\_\_hours billable at $\_\_\_\_\_\_ per hour (Blended T&M rate already defined in SOW.)

**Date: \_\_\_\_\_\_\_\_\_\_**

**Requesting Agency Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Consulting Firm Project Lead \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**