**Statement of Work (SOW) for the Microsoft (MS) SharePoint SME for OEHE Transition**

There is a requirement for the role of a Microsoft (MS) SharePoint Subject Matter Expert (SME). The expected work to be delivered is detailed below, but a degree of flexibility is required. The individual must have SC clearance at the start of contract.

**Objective(s)**

**Skills & Qualifications:**

**Description** / **Expected work to deliver:**

**Reporting Arrangements**

The supplier(s) is to adhere to the following reporting arrangements:

1. Monthly report to programme manager
2. Weekly discussion on progress at strategy sessions (as required)
3. Support to technical meetings as directed by Programme Manager.

**Acceptance**

Review and acceptance by the customer of work completed as per Statement of Work.

**Knowledge Transfer Requirements**

The Project Team *-*all Project Management Staff and technical support as required and additional Defence Digital Programmes as required.

**Task Management and Reporting**

The Task Lead will conduct a weekly checkpoint meeting with the Authority Programme Manager to ensure resource is focussed appropriately against the Authority priorities.  This is in addition to the client specific requirements which will require:

1. Monthly report to programme manager (verbal/written).
2. Weekly discussion on progress on given workload (verbal/written).

**Acceptance**

1. Work completed and deliverables will be available to support the timesheet below to demonstrate work achieved.
2. A monthly timesheet will be presented in support of the work completed, to the Programme Manager for approval.

**GFX**

**Assumptions and Dependencies**

**Constraints & Security Aspects**

The security level for this task is: SC