

**Statement of Work
Agency E-Forms Strategy Development Workshop**

CCR/WO #: FFSR-<XX>-<XXXX.00>



Department of [XXX]
Division/Unit: [XXX]

*This document is an example of the Statement of Work Template
for the Agency E-Forms Strategy Development Workshop.
Each Statement of Work will be customized for an Agency's specific needs.*

Section 1 Agency E-Forms Strategy Development Workshop

1.1 Workshop Description

Forms Factory offers a customizable combination of services that can be used to meet an agency's specific business need. This workshop is intended for agency executives and business managers who have a number of business processes that would benefit from e-forms and would like to craft a strategic vision for e-forms implementation. The types of subjects covered include:

- E-form user experience
- E-form look and feel
- Digital signatures and approvals
- Electronic payments via e-form
- E-forms integration strategy
- E-forms and paper forms coordination
- Attestations
- Identifying and evaluating e-form opportunities

This workshop is structured but highly interactive. For this workshop to be successful, the agency attendees must be able to address agency vision and be very familiar with agency business processes and strategic direction. It is important that agency attendees have a clear understanding of the target end users of the agency's e-forms, both those who fill them out and those who process them.

This forty-hour engagement typically requires three weeks to complete. It is a combination of educational seminar, brainstorming session, high-level strategy discussion, financial review and strategic report development. The workshop includes ample time for interactive discussion and question and answer. This workshop will be facilitated by Forms Factory staff whose experience and expertise match the customized needs of the agency. Approximately two weeks' advance notice is required for scheduling purposes.

1.2 Deliverables

The deliverables of this workshop include the following:

- A high-level, agency-specific e-forms strategy document
- Participation of Forms Factory staff in a presentation of the strategy to agency management

1.3 Participant Responsibilities

The agency is responsible for providing a venue that must include a projector. A Forms Factory representative will provide a laptop with PowerPoint and the presentation materials.

To maximize the impact of this workshop, agencies should be prepared to discuss an example business process that would benefit from an e-form. A diagram of the current business process would be helpful.

Section 2 Signature Page

EDS/E-government will provide the Agency with the management and consulting services described in this Statement of Work to assist in the creation of the agency e-form strategy. This Statement of Work shall be subject to the terms and conditions of E-government and the Agency Agreements, as applicable. Each of the signatories agrees that the complete agreement between the parties about these services consists of (1) this Statement of Work and (2) the E-government and the Agency Agreement.

Department of [XXX]

Oregon E-government Program

AUTHORIZED SIGNATURE

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Scott E. Smith

NAME

NAME

E-government Program Manager

TITLE

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DATE

DATE

EDS, Inc.

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Shannon Glasscock

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