

## Statement of Work (SOW) Template

### Technology Project Management & Product Delivery Services

Please complete this statement of work (SOW) template detailing all relevant fields, and submit back to [garys@centurionquant.com](mailto:garys@centurionquant.com), any agreement will be entered into, pursuant to the **Technology Project Management & Services Agreement** between:

**Service Provider:** Centurion Quant Limited]

**Client:** [Client Legal Name]

**SOW Reference:** [SOW-001]

**Effective Date:** [Date]

### 1. Project Overview

**Project Name:** [Project Name]

#### Background:

Brief description of the Client's project, business context, and objectives.

#### Project Objectives:

- [Objective 1]
- [Objective 2]
- [Objective 3]

#### Application Integration Requirement

- [Objective 1]
- [Objective 2]
- [Objective 3]

#### Specialist Skill or Product Requirement for Client Project

- [Product 1]
- [Product 2]
- [Product 3]

#### Product or Service Specification / Requirement

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

### 2. Scope of Services

The Service Provider shall provide **Technology Project Management services**, including:

- Project planning, governance, and delivery oversight
- Stakeholder coordination and meeting facilitation
- Risk, issue, dependency, and change management
- Progress tracking and reporting
- Vendor and third-party coordination (management only)

### 3. Deliverables

The Service Provider shall deliver the following:

Deliverable	Description	Due Date
Project Plan	Approved project plan and milestones	[Date]
Status Reports	Regular written status reports	[Frequency]
RAID Log	Risks, assumptions, issues, dependencies	Ongoing
Final Report	Project closure or phase completion report	[Date]

### 4. Client Responsibilities

The Client shall:

- Provide timely access to stakeholders, systems, and documentation
- Appoint a decision-maker with appropriate authority
- Provide feedback and approvals within agreed timescales
- Ensure third-party suppliers cooperate as required

Delays caused by failure to meet these responsibilities may result in timeline or cost adjustments.

### 5. Project Assumptions

This SOW is based on the following assumptions:

- Stakeholders are available as scheduled
- Project scope remains unchanged
- Third-party vendors perform in line with their contracts
- No material regulatory or organisational changes occur

### 6. Fees & Payment

**Pricing Model:** Fixed Price

**Total Fixed Fee:** €[Amount] (exclusive of VAT)

**Payment Schedule:**

- 50% on commencement
- 50% on completion or milestone

Invoices payable within **7 days** of invoice date.

### 7. Expenses (Travel & Accommodation)

Reasonable **travel, accommodation, and subsistence expenses** incurred in delivering the Services shall be charged in addition to the Fixed Fee at cost, supported by receipts where applicable.

### 8. Change Control

Any change to scope, deliverables, timelines, or assumptions must be documented and agreed in writing via a **Change Request**.

Approved changes may result in revised fees and delivery dates.

## 9. Data Protection & Security

Where applicable, the Service Provider shall process personal data in accordance with the **UK GDPR** and the **Data Protection Act 2018**, as set out in the Agreement. The Client remains the data controller unless otherwise agreed.

## 10. Term & Termination

This SOW shall commence on the Effective Date and continue until completion of the Services or termination in accordance with the Agreement.

## 11. Acceptance

By signing below, the Parties agree to this Statement of Work.

<b>For the Client:</b>	
Name:	
Title:	
Signature:	

Date:

<b>For the Service Provider:</b>	<b>Centurion Quant Limited</b>
Name:	
Title:	
Signature:	

Date: