

Annex "B"

Sample Statement of Work

Major Project Leadership Course

BACKGROUND

The Contract and Project Management Division of the Treasury Board Secretariat (TBS) has mandated the Materiel and Project Management Program of Training and Development Canada (TDC) to develop and pilot a 2-day training course for senior level managers who are or will be responsible for the direction of major projects or major crown projects. This course will also be used to train departmental representatives on senior project advisory committees (SPAC). TBS and departments have identified the need for such a course in order to better equip senior managers, who must provide strategic direction to major projects.

TDC has developed a Course Training Plan (CTP), in conjunction with TBS and departmental representatives, in view of delivering a 2-day pilot course.

OBJECTIVES

The objective of this project is to develop and pilot a 2-day course on Major Project Leadership for senior level managers who are relatively new to major projects and must provide strategic direction to major projects undertaken in the federal government.

SCOPE OF WORK

As part of the contractor's contribution to this project, the contractor will fulfil the following main tasks, as per the project schedule described below:

- 1) Interface with TDC representatives will be required throughout the project to ascertain mutual understanding of the work to be carried out, the orientations to be pursued, to finalize and deliver the deliverables.
- 2) Research and gather the literature, reference documentation and case materials necessary to develop the training material for the course.
- 3) Demonstrate their ability to deliver a participative course.
- 4) Develop the content for the instructor and participant manuals.