

Change, Programme and Project Services

STATEMENT OF WORK

Jamie Gray

ChangeIn Ltd

Statement of Work

Client	Company ABC Ltd		
Date	dd/mm/yyyy	Reference	CI XXXXXX
Client Contact		Position	
Contact e-mail		Contact number	
ChangeIn Contact	Jamie Gray	Position	Director
Contact e-mail	Jamie.gray@changein.co.uk	Contact number	07393174802

1. Summary of Work

RISK MANAGEMENT

Scope

- To review the existing Risk Management approach across the business, inclusive of risk register, ownership and current evaluation and mitigation of risks. Provide recommendations for improvement and enhancement.
- To develop a new Risk Management Strategy formed from the recommendations of the review and to include a clear risk management approach and framework.
- To develop appropriate Risk Management Training for the identified teams

Outcomes

- Improved Risk Management Approach across the business, measured through internal audit requirements.
- Reduced costs through more effective mitigation, control and governance.
- Improved alignment of Risk Management to the wider change approach.

2. Deliverables

Deliverable	Date	Output
Recommendation report from Risk Management Review	2 nd September 2024	Word / PDF Document
Presentation on Recommendation Report	9 th September 2024	PowerPoint Presentation
Draft Risk Management Strategy	16 th September 2024	Word / PDF Document
Finalised Risk Management Strategy	23 rd September 2024	Word / PDF Document
Finalised Presentation / Briefing Session	30 th September 2024	PowerPoint Presentation
Risk Management Training Materials and Plan	20 th September 2024	Plan and Training Collateral
Risk Management Training Sessions	1 st – 11 th October 2024	Training Sessions / Feedback

3. Project Plan & Resources

Task / Activity	Date From	Date to	Effort	September 2024					October 2024			
				2/9	9/9	16/9	23/9	30/9	5/8	12/8	19/8	26/8
Undertake review	02/09	06/09	2 Days									
Produce report	06/09	10/09	1 Day									
Produce presentation	06/09	10/09	1 Day									
Draft Strategy	09/09	16/09	3 Days									
Finalise Strategy	16/09	20/09	2 Days									
Finalise Presentation	16/09	20/09	2 Days									
Training Materials	23/09	30/09	2 Days									
Training Plan	23/09	30/09	2 Days									
Training Sessions	01/10	11/10	3 Days									
Total Effort			18 Days									

Detailed project plan to be provided as part of the status report

4. Reporting

Status Reports <ul style="list-style-type: none"> Progress against plan and status Decisions required Risks / Issues 	Submitted Weekly or as agreed within the project plan.
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5. Dependencies

Dependency	Description	Date Submitted	Date Required
Risk Management Strategy	Provision of Risk Strategy and associated materials	TBC	TBC
1-2-1 Meetings	Meetings with relevant stakeholders	TBC	TBC
Draft Strategy	Review and feedback	TBC	TBC
Presentation	Available stakeholders for presentation	TBC	TBC
Finalised Strategy	Review and sign off the finalised strategy	TBC	TBC
Training Materials	Review and sign off the training materials	TBC	TBC
Training Sessions	Availability for training sessions	TBC	TBC

6. Change Control Process

Changes to scope, deliverables and baselined project plan are required to go through the agreed Change Control Process. A Request for Change should be submitted by either Client or Contractor that defines the proposed change (s). An impact assessment will be undertaken against cost, timescales, resources and dependencies and a draft amended Statement of Works provided. This will require approval from both Parties prior to acceptance and baselining.

Request for Change	Description	Date Submitted	Date Approved
<i>Date and submitted by XXX</i>	<i>High level description of the proposed change</i>		

7. Financials

Aligned to the agreed deliverables within section 2 (Deliverables) and in accordance with section 3 (Project Plan and Resources).

Deliverable	Date	Effort	Total	Acceptance Criteria
Finalised Risk Management Strategy	20/09	9	9	Sign off of Strategy document
Delivery of Presentation	30/09	2	2	Delivered Presentation
Finalised Training Materials	30/09	4	4	Sign off of Training Materials
Deliver Training Sessions	11/10	3	3	Delivered Training
<i>Total Statement of Work</i>			17	

General Service Agreement

This General Service Agreement (the "Agreement") is dated this ____ day of _____, _____.

Client Name (the 'Client')		Contractor Name (the "Contractor")	Jamie Gray
Signed		Signed	
Date		Date	

BACKGROUND

- A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the Client.
- B. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this agreement) agree as follows:

SERVICES PROVIDED

- 1. The Client hereby agrees to engage the Contractor to provide the Client with the following services (the "Services")
 - a. Change, Programme and Project Consultancy as outlined in the associated Statement of Works
- 2. The services will also include any other tasks which the parties may agree on. The Contractor hereby agrees to provide such services to the Client.

TERM OF AGREEMENT

- 3. The term of this Agreement (the "Term") will begin on the date of this agreement and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement. The term may be extended with the written consent of the Parties.
- 4. In the event that either Party wishes to terminate this Agreement prior to completion of the Services, that Party will be required to provide 30 days' written notice to the other Party.

PERFORMANCE

- 5. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

CURRENCY

- 6. Except as otherwise provided in this Agreement, all monetary amounts referred to in the Agreement are in GBP.

PAYMENT

- 7. The Contractor will charge the Client for the Services at the rate of **£XXXX per day** (the "Payment")
- 8. The Contractor will invoice the Client **every month**.
- 9. Invoices submitted by the Contractor to the Client are due upon receipt.
- 10. In the event that this Agreement is terminated by the Client prior to completion of the Services but where the Services have been partially performed, the Contractor will be entitled to pro rata payment of the Payment to the date of termination provided that there has been no breach of contract on the part of the Contractor.
- 11. The Payment as stated in this Agreement does not include Value Added Tax. Any Value Added Tax required will be charged to the Client in addition to the Payment.
- 12. The Contractor will be responsible for all income tax liabilities and National Insurance or similar contributions relating to the Payment and the Contractor will indemnify the Client in respect of any such payments required to be made by the Client.

REIMBURSEMENT OF EXPENSES

- 13. The Contractor will be reimbursed from time to time for reasonable and necessary expenses incurred by the Contractor in connection with providing the Services.
- 14. All expenses must be pre-approved by the Client.

CONFIDENTIALITY

- 15. Confidential information (the "Confidential Information") refers to any data or information relating to the Client, whether business or personal, which would reasonably be considered to be private or proprietary to the Client and that

is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.

16. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorised by the Client or as required by law. The obligations of confidentiality will apply during the term and will survive indefinitely upon termination of this agreement.
17. All written and oral information and material disclosed or provided by the Client to the Contractor under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Contractor.

OWNERSHIP AND INTELLECTUAL PROPERTY

18. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trade mark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement will be the sole property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner.
19. The Contractor may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Client. The Contractor will be responsible for any and all damages resulting from the unauthorised use of the Intellectual Property.

RETURN OF PROPERTY

20. Upon expiry of termination of this Agreement, the Contractor will return to the Client any property, documentation, records or Confidential Information which is the property of the Client.
21. In the event that this Agreement is terminated by the Client prior to completion of the Services the Contractor will be entitled to recovery from the site or premises where the services were carried out, of any materials or equipment which is the property of the Contractor, or where agreed between the Parties, to compensation in Lieu of recovery.

CAPACITY / INDEPENDENT CONTRACTOR

22. In providing the services under this agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service.

RIGHT OF SUBSTITUTION

23. Except as otherwise provided in this Agreement, the Contractor may, at the Contractor's absolute discretion, engage a third party sub-contractor to perform some or all of the obligations of the Contractor under this Agreement and the Client will not hire or engage any third parties to assist with the provision of the Services.
24. In the event that the Contract hires a sub-contractor:
 - a. the Contractor will pay the sub-contractor for its services and the Payment will remain payable by the Client to the Contractor.
 - b. for the purposes of indemnification clause of this Agreement, the sub-contractor is an agent of the Contractor.

AUTONOMY

25. Except as otherwise provided in this agreement the Contractor will have full control over working time, methods and decision making in relation to provision of the Services in accordance with the Agreement. The Contractor will work autonomously and not at the direction of the Client. However, the Contractor will be responsive to the reasonable needs and concerns of the Client.

EQUIPMENT

26. Except as otherwise provided in this agreement the Contractor will provide at the Contractor's own expense, any and all tools, machinery, equipment, raw materials, supplies, workwear and any other items or parts necessary to deliver the Services in accordance with the Agreement.

NO EXCLUSIVITY

27. The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of services similar to the Services.

NOTICE

28. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:
 - a. **Jamie Gray, Changein Ltd. Jamie.gray@changein.co.uk**
 - b. **Company ABC**

or to such other address as either Party may from time to time notify the other.

INDEMNIFICATION

29. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees

and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

MODIFICATION OF AGREEMENT

30. Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorised representative of each Party.

TIME OF THE ESSENCE

31. Time is of the essence in the Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

ASSIGNMENT

32. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior consent of the Client.

ENTIRE AGREEMENT

33. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

ENUREMENT

34. The Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

TITLES / HEADINGS

35. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

GENDER

36. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

GOVERNING LAW

37. This Agreement will be governed by and construed in accordance with the laws of England.

SEVERABILITY

38. In the event that any provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

WAIVER

39. The waiver by either party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.