

Statement of work

NORTHWIND / DOCUMENT AUTOMATION / SOW-018

Deliver an editable reporting workflow with a clear boundary between implementation and acceptance. This example is a scope record, not a legal template.

Deliverables and acceptance

Deliverable	Owner	Acceptance evidence	Target
Data mapping	Analyst	Five agreed sample records	Week 1
Report generator	Engineer	DOCX and PDF from each record	Week 3
Operator handover	Delivery lead	Owner completes an unaided run	Week 4

Scope and change control

Includes one approved data source, one report layout and a repeatable export command. Hosting, new data connectors and production rollout are excluded. Record changes with their effect on cost, dates and acceptance before starting them.

Next actions

- Customer owner: approve the sample data and layout.
- Delivery lead: record acceptance for each deliverable.
- Both owners: agree any scope change before implementation.