

Statement of Work

**University of Central Florida
Industrial/Organizational Psychology Student Team**

**(Contributing Team Members' Names)
(Date Submitted)**

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Background

(Organization) has enlisted the services of an Industrial/Organizational (I/O) Psychology Student Team based at the University of Central Florida and supervised by their instructor, Dr. Victoria Pace, as part of a class project. Specifically, the services agreed upon include the creation of a (name type of project, such as structured interview process/training module/online survey, etc.) to be used (how? Example: in selection of applicants for positions within the Customer Service Department). In order to provide (Organization) with (example: an interview process) tailored to their needs, the UCF Student Team will (describe the basic process you will follow in development). Organizational staff members who are active in the (selection/training/etc. process) will be consulted for information and requirements of this project. Information gathered in these conversations and/or meetings will inform the overall structure and content of the proposed process. Through this collaboration, (Organization) will receive a product that is meant to (describe benefits to the organization; example: streamline their selection process and potentially decrease turnover for these important positions). However, usage of the provided materials or suggested procedures is at the discretion of the organization and no promises of effectiveness are made.

Objectives

The UCF Student team will:

(List tasks relevant to your group's project, as the following bullet points illustrate)

- Create job descriptions and competency list with (Organization) staff
- Construct the framework of the interview process based on job descriptions/competencies
- Generate specific interview items
- Develop interview administration and scoring rubric
- Provide interview guide to (Organization) hiring staff

Scope of Work

The scope of this project includes (description of project: example: creation of a structured interview process). The UCF Student Team will be responsible for drafting this interview process based on information gathered from (Organization) management and staff.

Schedule

(Modify to fit our course schedule) This project will take five weeks, beginning Monday, October 15, 2013 and completed by Friday, November 16, 2013. Formal presentation of the finished product to (Organization) will take place during the week ending December 1, 2013.

Place of Performance

The UCF Student Team will perform the majority of its work through online collaborations between team members. Meetings and/or communications with (Organization) staff will take place (explain how and when; example: by telephone and email exchange during normal business hours).

Tasks/Milestones

(Substitute tasks and dates that fit with your project)

The following is a list of tasks to be completed that indicate project milestones

| Task Sequence | Task Descriptions | Projected Completion Date |
|----------------------|---|----------------------------------|
| 1 | Generate list of position specific competencies (per meeting with Organization staff) | 10/06/2013 |
| 2 | Define and review competency list and obtain job descriptions (per meeting with Organization staff) | 10/13/2013 |
| 3 | Generate interview items based on competency list and job descriptions | 10/20/2013 |
| 4 | Create rating rubric for interview items (per meeting with Organization staff) | 11/03/2013 |
| 5 | Complete interview and training materials | 11/17/2013 |
| 6 | Present final product and train (Organization) hiring staff | 12/01/2013 |

Acceptance Criteria for the Product and Intervening Phases

(Organizational contact name and title) will serve as point of contact between (Organization) and the UCF Student Team. Upon completion of all deliverables, the project will enter the handoff and closure phase, where all project materials along with a closure report or presentation will be provided to (Organization). Once these project materials have been accepted, the work promised by the UCF Student Team will be considered fulfilled. No work past the end of the current academic semester is promised in this Statement.

Acceptance of the Statement of Work

Approved By:

(Print) Name of Organizational Representative

Title

Date