

Writing Performance Work Statements

Course Number: 1079

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Agencies need to tell contractors what to do, not how to do it. This is the guidance according to *Federal Acquisition Regulation* (FAR) Part 37, which requires agencies to maximize the use of performance-based methods when contracting. You will determine requirements by developing high-level objectives, tasks, and performance standards through this workshop. You will develop a performance work statement and quality assurance surveillance plan and apply your learning to intensive exercises and activities.

Intended Audience

This course is designed for individuals and those working for organizations who must write performance work statements.

Client-Provided Facility Requirements

- White board with markers and eraser
- 1 computer per student with Internet
- Instructor computer with Internet and Office 2010 (preferred) including PowerPoint

Course Learning Objectives

- Explain the importance of the performance work statement (PWS) and its role in the acquisition process
- Demonstrate preparing PWS artifacts
- Develop a problem statement and determine the project vision
- Develop and analyze requirements
- Develop complete and clear work statements and their associated products
- Recognize the value of an unambiguous work statement throughout the acquisition life cycle

Course Schedule

DAY ONE	
MORNING	Lesson 1: Performance-Based Service Acquisition
	Lesson 2: The Performance Work Statement
LUNCH	
AFTERNOON	Lesson 3: Defining the Problem
	Lesson 4: Requirements Definition



DAY TWO	
MORNING	Lesson 4: Requirements Definition, continued
LUNCH	
AFTERNOON	Lesson 4: Requirements Definition, continued
	Lesson 5: PWS and QASP Outline and Draft

DAY THREE	
MORNING	Lesson 5: PWS and QASP Outline and Draft, continued
	Lesson 6: Living With Your PWS
LUNCH	
AFTERNOON	Lesson 7: ARRT Demonstration
	Course Evaluation

Learning Methods

Lecture, discussion, demonstrations, videos, exercises, case studies, and independent readings

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic
- CPEs: 24

Professional Development Units (PDUs)

- Credits: 21

Continuous Learning Points (CLPs)

- Credits: 24

American Council on Education™ (ACE) Recommendation

From August 2021 to September 2024: In the lower-division baccalaureate/associate degree category, 1 semester hour in business administration.

Management Concepts Certificate Program Relationship

This is a core course in the following program(s):

- [Services Acquisition](#)

This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Project Management Master Track](#)

- [Program Management Certificate Program](#)

Prerequisites

Suggested

- FAC-C or DAWIA Level I certification in contracting or [Contracting Officer's Representative Course](#).

Prework

None

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Participants must achieve at least 70% (70 of 100 total points) on the following graded activities (for Federal Acquisition Institute (FAI) classes, the passing score is 80% (80 of 100 points)):

- Exercise: Writing a Problem Statement—30 points
- Exercise: What's Wrong with These Sentences?—20 points
- Exercise: Case Study: Why Contracts Fail—20 points
- Class Participation—30 points

Follow-On Resources

Courses

- [Advanced COR Workshop](#)
- [Developing the Independent Government Cost Estimate](#)
- [Market Research](#)
- [Project Management Principles](#)
- [Performance-Based Service Acquisition](#)

Ready to Enroll?

See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/1079>



Don't Miss Out

Management Concepts Blog

Weekly Intel for
the Federal Workforce

Subscribe