



How to Write a PWS for Performance-Based Contracting

*A 2-Day Hands on TMS Experience
Delivered in Live or Live Virtual Classrooms!*

Course Description:

The PWS is the most critical document of the entire contracting process. It determines what your organization will have to live with for years to come. This workshop takes you through the process of writing a requirements document and shows you, step-by-step, how to deliver a solid, professional PWS. You will learn how the PWS “fits” into the acquisition process – from acquisition planning to contract closeout.

You will learn how the contractor views the PWS and how what you write determines how they will bid and what their advantages will be. You will learn to develop innovative ideas, plans and strategies, tailored to your organization and designed to empower you to build your document into a dynamic, strong, effective work statement.

All attendees will receive the How to Write a PWS Handbook filled with step-by-step instructions, a detailed PWS checklist, government approved text, examples, tip sheets, checklists, templates, forms and resources that you will use in writing your PWS.

Particularly attractive features to this workshop are the in-class exercises, which give the attendees hands-on experience with the critical elements of writing a PWS, to include a detailed portion on writing an effective services summary.

Learning Objectives & Topics Covered in this Workshop:

- The Performance Work Statement Overview
 - What is a PWS
 - Definitions, policy and guidance
- The PWS Schedule
- How to write PWS, the seven step process, step-by-step
- PWS content and format
- Determining the scope of work

Audience:

This workshop is designed for all government personnel.

Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information

CPE Credits: 16.0

CEU Credits: 1.6

Suggested Program

Prerequisites: Project Management, Monitoring and Documenting Contractor Performance

Advanced Preparation:

None

NASBA Program Level:

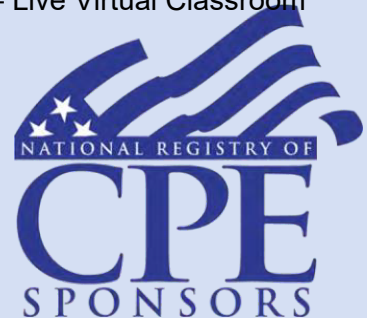
Basic/Intermediate

NASBA Field of Study:

Specialized Knowledge

Delivery Method: Group Live

– Live Virtual Classroom





- Finding the information you need
 - Tools and techniques
 - The work breakdown structure and tree diagrams
 - Data collection and analysis
 - Analyzing an organization
 - Performance standards
 - Workload data
 - How to define the quantity and quality of work needed
 - Workload estimates
- Describing the level of service you require
- Nailing down the requirements
 - The difference between requirements, needs, wants, and desires
 - What makes it a requirement
- Performance requirement summary
 - How to write a requirement so it conveys exactly what you need
 - Telling what you need, not how to do it
 - How to develop performance standards
 - Minimum essential services
- Government furnished property and services (GFP)
- Contractor furnished items
- Technical exhibits
 - Historical workload data
 - Historical quality factors
- Relationship of the PWS to the agency cost estimate
- Reviewing and coordinating the PWS
- Overview of The Quality Assurance Surveillance Plan (QASP)
- Best practices and lessons learned