



# TOP 5 QUESTIONS TO IDENTIFY MISCLASSIFICATION



## **DOES THE SOW SIMPLY HAVE NAMED RESOURCES & ASSOCIATED HOURLY RATES?**

Is there little definition of project scope? If there are simply role titles and descriptions, it's likely staff augmentation.



## **WHO OWNS THE SOLUTION CREATION PROCESS?**

If the onus is on the client engagement/project manager to do a bulk of the work, it probably doesn't belong on an SOW.



## **IS THERE FINANCIAL RISK TO THE SUPPLIER FOR NON-PERFORMANCE?**

This could be payment upon approval of deliverables or payment when work is complete. If it's simply a recurring fee regardless of what's being delivered or outcomes, you should question the appropriateness of a SOW.



## **WHO IS DIRECTING THE WORKERS?**

Is there a supplier provided PM or does the internal engagement manager have responsibility for dividing and overseeing work amongst the service provider's team? If the supplier isn't owning the direction and output of their workers, it's probably not a legitimate SOW engagement.



## **WHO OWNS THE SCHEDULE?**

Will the supplier provide a workplan and be held to it, or does the engagement manager have that responsibility? Again, if the onus is on the internal team, it's better suited for a staff augmentation engagement.