**Exhibit One**

***{Form of Statement of Work}***

**STATEMENT OF WORK**

This Statement of Work (“SOW”) is incorporated into, and governed by the terms and conditions of, the Master Services Agreement between the President and Fellows of Harvard College, acting through its Office of Strategic Procurement("Harvard") and *[insert name of Vendor]* ("Vendor"), dated \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_, 20\_, (the “Agreement”).

This SOW is entered into by Vendor and {*designated Harvard operating unit}* (“Customer”)as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_.

Unless otherwise defined, capitalized terms used in this SOW shall have the meaning ascribed to them in the Agreement.

If a conflict exists between the terms of the Agreement and this SOW, the terms of the Agreement shall govern.

***The Statement of Work may cover the following:***

***Project Description***

***Services to be Performed, Location***

***Deliverables***

***Specifications***

***SOW Commencement and Termination Dates***

***Work Schedule, Delivery Dates***

***Delivery Procedures***

***Progress Reports, Team Meetings***

***Testing and Acceptance***

***Project Managers***

***Fees and Payment Schedule***

***Expenses***

***Specific Invoice Requirements***

***Other Requirements***

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**IN WITNESS WHEREOF**, this Statement of Work is executed by Customer and Vendor to be effective as of the date stated above.

President and Fellows of Harvard College [INSERT VENDOR NAME]

Acting through [INSERT NAME OF

 DEPARTMENT OR SCHOOL]

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_