

**COURSE OVERVIEW PM0478**  
**Specifications and SOW Writing for Engineers**

**Course Title**

Specifications and SOW Writing for Engineers

**Course Date/Venue**

Session 1: April 21-25, 2025/Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Session 2: August 17-21, 2025/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE



**Course Reference**

PM0478

**Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs



**Course Description**



***This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.***

This course is designed to provide participants a comprehensive overview of writing scope of work. It covers the requirement of SOW/TOR, contract specifications or data requirements and detailed description of deliverables; the task in the scope of work and the range of contractor activities; the detailed technical requirements that are required in deliverables; the approach and methodology and any obligation the organization is imposing upon the contractor; identifying whether the contractor is required to fulfill the work in accordance with its own methodology and what portions of the work this method must address.



During this interactive course, participants will learn the obligation on the contractor to meet the requirements of the SOW; the work undertaken in compliance with all applicable legislation; the performance standards, quality assurance, speed/timeliness of sequence leveling or work completion and technical conformity of the work to specification; the accessibility of the contractor and client satisfaction; the time frames, deliverables, statement of work contents and contract location; the contractor and budgetary responsibilities; the time schedule and deliverables; the accept, testing and proposed contractor options and alternatives; the stop/go decisions, cost/benefit analysis and recommendations; and the solicitation statements of work and other factors to consider in scope of work preparation.



### Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain a comprehensive knowledge on writing scope of work
- Write scope of work (SOW) and describe the requirement of SOW/TOR, contract specifications or data requirements and detailed description of deliverables
- Identify the task in the scope of work as well as define the range of contractor activities and all the detailed technical requirements that are required in deliverables
- Use proper approach and methodology in the scope of work and describe any obligation the organization is imposing upon the contractor
- Identify whether the contractor is required to fulfill the work in accordance with its own methodology and what portions of the work this method must address
- Identify the obligation on the contractor to meet the requirements of the SOW using this methodology
- Determine contractor's obligation to ensure that all work undertaken is in compliance with all applicable legislation
- Discuss performance standards and quality assurance, speed/timeliness of service delivery or work completion and technical conformity of the work to specification
- Describe accessibility of the contractor and client satisfaction with the contractor's level of service
- Explain time frames and deliverables, statement of work contents and contract location
- Recognize contractor and budgetary responsibilities, time schedule and deliverables, acceptance and testing and proposed contractor options and alternatives
- Apply stop/go decisions and discuss cost/benefit analysis and implementation recommendations as well as review solicitation statements of work and other factors to consider in scope of work preparation

### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

### Who Should Attend


This course provides an overview of all significant aspects and considerations of writing scope of work for job officers, project managers, project engineers, site engineers, project administrators, contract engineers, senior operators, contract staff, procurement staff, prequalification staff and department managers, supervisors and officers.

**Course Certificate(s)**

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.


**Certificate Accreditations**

Certificates are accredited by the following international accreditation organizations:-

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council for Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

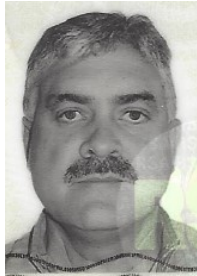
Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology’s courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant’s involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant’s CEU and PDH Transcript of Records upon request.

**Course Instructor(s)**

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Dr. John Bester**, PhD, MTh, BA, BD, NLP, is a **Senior Project & Management Consultant** and a **Certified Neuro Linguistic Programming (NLP) Practitioner** with over **30 years** of extensive experience. His expertise lies extensively in the areas of **Project Scheduling & Cost Planning, Project Estimating & Budgeting, Planning, Organising and Controlling Projects, Project Management Essentials, Project Supervision, Project Extension & Time Analysis, Basic & Advanced Project Management, Project Controls, Project Risk Analysis and Management** Effective **Contract Negotiation, Contracts Management, Contract Variations, Contracts Evaluation, Contracts & Risk Management, Contract Administration, Neuro Linguistic Programming (NLP) Life Coaching, Theology, Customer Service Excellence, Communication Skills, Public Speaking, Customer Satisfaction, Influencing Skills, Thinking & Learning Styles, Negotiation Skills, Interpersonal Skills, Adaptability & Flexibility, Learning & Self Development, Performance Management, Performance Goal Implementation, Time Management, Problem Solving & Decision Making, Crisis Management, Human Resources Management, Change Management, Organizational Development, Career Management, Leadership & Supervisory Skills, Situation & Behaviour Analysis, Interpersonal Motivation, Leadership Orientation, Coaching Skills, Strategic Planning and Stress Management**. Dr. Bester is currently a **Modeller & Mental Performance Coach**.

During his career life, Dr. Bester has gained his practical and field experience through his various significant positions and dedication as the **Director, Performance Coach, Congregational Pastor, Reverend, Specialist Interim Pastor, Certified Instructor/Trainer** and a **Certified Neuro Linguistic Programming (NLP) Practitioner** for numerous international companies like the Nederduitsch Hervormde Kerk, Gemeente Meyerton and Pretoria-Nord, just to name a few.

Dr. Bester has **PhD, Master and Bachelor degrees in Practical Theology** and a **Bachelor's degree in Pre-Theology/Pre-Ministerial Studies**. In his PhD thesis, a **Neuro Linguistic Programming (NLP)** modelling process for congregation development and congregation guidance, he investigates the possibility of bringing Rich Osmer's four questions of practical theology into conversation with the modelling process of **Neurolinguistic Programming**. Further, he is a **Certified Instructor/Trainer, a Certified Neuro Linguistic Programming (NLP) Practitioner** and has delivered numerous trainings, courses, seminars and workshops internationally.

**Training Methodology**

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

**Course Fee**

**US\$ 5,500** per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

**Accommodation**

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

**Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day 1**

0730 – 0800	<i>Registration &amp; Coffee</i>
0800 – 0815	<i>Welcome &amp; Introduction</i>
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Writing Scope of Work (SOW) – An Overview</b>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Description of Requirement / SOW / TOR</b>
1100 – 1200	<b>Contract Specifications or Data Requirements</b>
1200 – 1230	<b>Detailed Description of Deliverables</b>
1230 – 1245	<i>Break</i>
1245 – 1315	<b>Task Identification in the Scope of Work</b>
1315 – 1415	<b>Define the Range of Contractor Activities</b>
1415 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day One</i>

**Day 2**

0730 – 0830	<b>Define all Detailed Technical Requirements that are Required in the Deliverables</b>
0830 – 0930	<b>Scope of Work: Approach &amp; Methodology</b>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Describe Any Obligation the Organization is Imposing upon the Contractor</b>



1100 - 1230	<i>Identify whether the Contractor is Required to Fulfill the Work in Accordance with Its own Methodology &amp; What Portions of the Work this Method must Address</i>
1230 - 1245	<i>Break</i>
1245 - 1345	<i>Identify the Obligation on the Contractor to Meet the Requirements of the SOW Using this Methodology</i>
1345 - 1415	<i>Identify the Contractor's Obligation to Ensure that all Work undertaken is in Compliance with all Applicable Legislation</i>
1415 - 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day Two</i>

**Day 3**

0730 - 0830	<i>Scope of Work: Performance Standards &amp; Quality Assurance</i>
0830 - 0930	<i>Speed/Timeliness of Service Delivery or Work Completion</i>
0930 - 0945	<i>Break</i>
0945 - 1100	<i>Technical Conformity of the Work to Specification (i.e. Accuracy &amp; Completeness)</i>
1100 - 1230	<i>Accessibility of the Contractor (e.g. for Client Services Contracts)</i>
1230 - 1245	<i>Break</i>
1245 - 1345	<i>Client Satisfaction with the Contractor's Level of Service (as assessed by a Client Satisfaction Index)</i>
1345 - 1415	<i>Scope of Work: Time Frames &amp; Deliverables</i>
1415 - 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day Three</i>

**Day 4**

0730 - 0830	<i>Statement of Work Contents</i>
0830 - 0930	<i>Contract Location</i>
0930 - 0945	<i>Break</i>
0945 - 1100	<i>Contractor Responsibilities</i>
1100 - 1230	<i>Time Schedule &amp; Deliverables</i>
1230 - 1245	<i>Break</i>
1245 - 1345	<i>Budgetary Responsibilities</i>
1345 - 1415	<i>Acceptance Testing</i>
1415 - 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day Four</i>

**Day 5**

0730 - 0930	<i>Proposed Contractor Options/Alternatives</i>
0930 - 0945	<i>Break</i>
0945 - 1145	<i>Stop/Go Decisions</i>
1145 - 1230	<i>Cost/Benefit Analysis &amp; Implementation Recommendations</i>
1230 - 1245	<i>Break</i>
1245 - 1315	<i>Solicitation Statements of Work</i>
1315 - 1345	<i>Other Factors to Consider in Scope of Work Preparation</i>
1345 - 1400	<i>Course Conclusion</i>
1400 - 1415	<b>POST-TEST</b>
1415 - 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>



**Practical Sessions**

This practical and highly-interactive course includes real-life case studies and exercises:-



**Course Coordinator**

Mari Nakintu, Tel: +971 2 30 91 714, Email: [mari1@haward.org](mailto:mari1@haward.org)