

Statement of Work

Hybrid Work Culture



Interview and Survey Program for Hybrid Plan

Date		Contact Email	
CLIENT		Contact Phone	
Contact Name		Client Website	

This Statement of Work (SOW) is between CLIENT and Chris Sidner, Hybrid Work Culture.

Purpose and Objective

The purpose of this project is to gather selected employee feedback and sentiment from their work-from-home experiences during the pandemic of 2020 and 2021. This information is collected from confidential one-on-one interviews with each selected employee and a comprehensive hybrid-specific survey, with final results presented to management, indicating any areas of concern to be improved to assist in implementing a company-wide hybrid plan.

Scope of Work

- The project consists of one-on-one interviews with each individual and a survey submitted to all individuals, with a results document outlining the findings and any recommendations
- The Client will select 10-12 individuals for 30 minute one-on-one interviews and the hybrid-specific survey.
- The selection of individuals to be interviewed can be one team or individuals from various departments, to be determined by the Client.
- All efforts will be made to schedule the interviews in a timely manner, according to the schedules and time zones of each individual.
- There will be at least one group meeting before one-on-one interviews begin.
- The survey will be administered upon the completion of all of the interviews.
- The group interview and all individual interviews will be virtual. The survey will be sent to each individual via email and responses will be anonymous.

One-On-One Interviews

Confidential interviews will be conducted via an agreed upon online video communications platform such as Zoom, GoTo Meeting, Microsoft Teams. Zoom is preferred but open to client preferred platform. Interviews are somewhat structured but also free formed based on responses. Development of trust and a bond is important for gathering straightforward information that possibly might not be uncovered using internal sources. It will be conveyed to the individual that some specific comments may be translated into general narratives and combined with other's comments to further support confidentiality.

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Survey

The survey will address input from twelve categories, each with an additional open narrative option:

Hybrid Mode
Communication
Safety/Health
Technical Tools

Home Office
Productivity
Financial / Process
Manager/Boss

Company Culture
Work / Personal Balance
Appreciation
Feelings

Deliverables

Final report (pdf) provided, to include summaries of the one-on-one interviews, graphic results of survey by categories and summaries of open narrative questions from the survey. The results to be present to management via a virtual meeting with the report submitted beforehand.

Timing

Total duration of the interviews, survey and report expected to take 4-6 weeks, and is primarily dependent on client availability. Status reports available upon request.

Confidentiality

The primary value of interviews and surveys administered by a 3rd party is confidentiality. Assume individuals will be more forthcoming and candid as opposed to interviews and surveys administered by company personnel. Confidentiality will be adhered to, with results described in general terms. Specific views, opinions or any personal comments asked to not be relayed to management will be honored. This is critical in gaining trust and to gather the most beneficial and helpful information possible.

Acceptance Criteria

The project is considered completed, once the results document has been submitted and the verbal presentation of the results document has been completed. The results document includes summaries of the interviews and the survey with any final recommendations.

Payment

Total fee \$8,500. Payment of 50% (\$4,250) to be invoiced upon signing of both parties of this SOW. The balance of 50% (\$4,250) to be invoiced upon completion of project, after the presentation of the results **or 60 days** from first invoice date in the event there is a client delay. Payment due 30 days from date of both invoices. No other fees or expenses are expected. Invoice to be submitted via email (pdf). Fee is valid for 30 days from the date of authorization. W-9 to be provided by contractor. Payments to be made by bank transfer or Pay Pal.

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Authorization

This agreement is between the undersigned client and Chris Sidner, Hybrid Work Culture. The effective date is the date of the second signature.

Number of individuals selected for one-on-one interviews and survey: 12 Initial

CLIENT	
Name	
Title	
Signature	
Date	

HYBRID WORK CULTURE	
Name	
Title	
Signature	
Date	