Haward Technology Middle East

COURSE OVERVIEW PM0478
Specifications and SOW Writing for Engineers

Course Title
Specifications and SOW Writing for Engineers

Course Date/Venue
September 13-17, 2026/TBA Meeting Room, Mövenpick Hotel Istanbul Golden Horn, Istanbul, Turkey

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/Outcomes & Benefits for the Participants

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

Haward's certificates are accredited by the following international accreditation organizations:

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). 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.

- 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:

Mr. Paul Patsi, MSc, BSc, is a **Senior Analytical Chemist & Water Consultant** with over **25 years** of extensive experience in **Writing Scope** of **Work** (**SOW**), **Contract** Specifications, **Task Identification**, **Scope** of **Work** Methodology, **Cost/Benefit** Analysis & Implementation Recommendations, Solicitation Statements of Work, **Scope** of **Work** Preparation, **Project & Contracts** Management Skills, **Project Planning**, **Scheduling & Cost Control**, **Project** Delivery & Governance Framework, **Risk** Identification Tools & Techniques, **Project Integration** Management, **Project Work** Monitoring & Control, **Project Scope** Management, **Project Quality** Management, **Tender** Development, **Contract** Standards & Laws, **Dispute** Resolution & Risk Identification, **Business Performance** Management & Improvement, **Quality** Improvement & Resource Optimization and Managing Dynamic Work Environments. Further, he is also versed in Laboratory Control of a **Wastewater** Treatment Plant, **Waste Water** Treatment, Fundamentals of **Water** Utility Regulation, **Water** Network Operations, Chemicals used in **Water Waste** Treatment Plant, **Water** Process Design, **Analytical Laboratory** and **Water & Wastewater Treatment Engineering**, **Laboratory Assessment**, **Microbiological Quality Assurance**, **Analytical Chemistry**, **Statistical Analysis**, **Laboratory Safety**, **Equipment & Infrastructure Management**, **Budgeting & Planning of Laboratory Consumables**, **Business Administration**, **Personnel Management**, **Laboratory Management**, **Chemical Analysis**, **Laboratory Auditing**, **Risk Assessment**, **Microbiological Analysis of Water & Waste Water**, **Waste Water Treatment Analysis**, **Water Chemistry**, **HACCP**, **ISO 22000**, **ISO 17025**, **ISO 9001**, Good Manufacturing Practice (**GMP**), Good Hygiene Practice (**GHP**) and Good Laboratory Practice (**GLP**). He is also an expert in microbiological indoor air quality, water biology, food sampling and calibration. He is currently the **Head of Industrial Analytical Laboratory** of PINDOS wherein he is in-charge of the budgeting, auditing, consumables, suppliers, personnel management, equipment and infrastructure management along with waste water treatment and water/environmental legislation.

During his career life, Mr. Paul has held key positions such as the **Head of Microbiology & Chemical Laboratory**, **Head of Quality Control**, **Project Manager**, **Technical Consultant**, **Research Projects Specialist**, **Scientific Consultant**, **Biologist-Scientific Expert** and **Biologist** for multi-billion companies like the **European Union**, **Help LTD**, **Lake Pamvotis Municipality Company**, **Hellenic Centre for Marine Research**, **Cargill** and **Nestle** just to name a few.

Mr. Paul has a **Master's** degree in **Food Science and Food Technology** from the **University of Ioannina** (**Greece**) and a **Bachelor's** degree in **Biology** from the **Aristotle University of Thessaloniki** (**Greece**). He is a **Certified Instructor/Trainer** and a **Member** of the **Society for Applied Microbiology**, **Society of Biological Scientist** and the **Global Coalition for Sustained Excellence in Food & Health Protection**.

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.

Learning Design & Customization

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

Course Fee

US$ 6,000 per Delegate + **VAT**. 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: ***Sunday, 13th of September 2026***

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Writing Scope of Work (SOW) – An Overview***
0930 – 0945	*Break*
0945 – 1100	***Description of Requirement / SOW / TOR***
1100 – 1200	***Contract Specifications or Data Requirements***
1200 - 1230	***Detailed Description of Deliverables***
1230 – 1245	*Break*
1245 – 1315	***Task Identification in the Scope of Work***
1315 - 1420	***Define the Range of Contractor Activities***
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2: Monday, 14th of September 2026

0730 – 0830	Define all Detailed Technical Requirements that are Required in the Deliverables
0830 - 0930	Scope of Work: Approach & Methodology
0930 – 0945	Break
0945 – 1100	Describe Any Obligation the Organization is Imposing upon the Contractor
1100 – 1230	Identify whether the Contractor is Required to Fulfill the Work in Accordance with Its own Methodology & What Portions of the Work this Method must Address
1230 – 1245	Break
1245 – 1345	Identify the Obligation on the Contractor to Meet the Requirements of the SOW Using this Methodology
1315 - 1420	Identify the Contractor's Obligation to Ensure that all Work undertaken is in Compliance with all Applicable Legislation
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 3: Tuesday, 15th of September 2026

0730 – 0830	Scope of Work: Performance Standards & Quality Assurance
0830 - 0930	Speed/Timeliness of Service Delivery or Work Completion
0930 – 0945	Break
0945 – 1100	Technical Conformity of the Work to Specification (i.e. Accuracy & Completeness)
1100 – 1230	Accessibility of the Contractor (e.g. for Client Services Contracts)
1230 – 1245	Break
1245 – 1345	Client Satisfaction with the Contractor's Level of Service (as assessed by a Client Satisfaction Index)
1315 - 1420	Scope of Work: Time Frames & Deliverables
1420 – 1430	Recap
1430	Lunch & End of Day Three

Day 4: Wednesday, 16th of September 2026

0730 – 0830	Statement of Work Contents
0830 - 0930	Contract Location
0930 – 0945	Break
0945 – 1100	Contractor Responsibilities
1100 – 1230	Time Schedule & Deliverables
1230 – 1245	Break
1245 – 1345	Budgetary Responsibilities
1315 - 1420	Acceptance Testing
1420 – 1430	Recap
1430	Lunch & End of Day Four

Day 5: Thursday, 17th of September 2026

0730 – 0930	Proposed Contractor Options/Alternatives
0930 – 0945	Break
0945 – 1145	Stop/Go Decisions
1145 – 1230	Cost /Benefit Analysis & Implementation Recommendations

1230 – 1245	*Break*
1245 – 1315	***Solicitation Statements of Work***
1315 - 1345	***Other Factors to Consider in Scope of Work Preparation***
1345 – 1400	***Course Conclusion***
1400 – 1415	***POST-TEST***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

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

Course Coordinator

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