

Novawerke AI



Artificial Intelligence Governance Template Initiative (AIGTI)

Sample Statement of Work (SOW): 6-Week Diagnostic Sprint

Purpose: To assess, align, and standardize the agency's AI governance framework with AIGTI templates to achieve mission readiness and compliance with EO 14179 and OMB M-25-21.

1. Purpose

The purpose of this engagement is to conduct a structured six-week diagnostic to evaluate the agency's existing AI governance documentation, identify gaps against AIGTI standards, and deliver a readiness scorecard and standardized documentation pack.

2. Background

Agencies across the federal government maintain separate, often inconsistent AI inventories and governance records. This fragmentation creates inefficiency, increases operational risk, and delays innovation. The Artificial Intelligence Governance Template Initiative (AIGTI), developed by Novawerke AI, introduces a standardized documentation architecture — enabling agencies to document, report, and manage AI programs efficiently while maintaining American leadership in artificial intelligence.

3. Scope of Work

Task	Description	Deliverable
Task 1: Discovery & Baseline	Review existing AI documentation, governance artifacts, and oversight processes.	Gap Analysis Report
Task 2: AIGTI Alignment	Map artifacts to standardized inventory schema, risk registers, and model cards.	Standardized AIGTI Dataset
Task 3: Readiness Assessment	Develop mission-readiness scorecard and 30-60-90-day improvement plan.	Executive Scorecard
Task 4: Recommendations	Provide prioritized actions for policy and process alignment.	Final Report & Briefing Deck

4. Period of Performance

Six (6) weeks from award date.

5. Deliverables

- Gap Analysis Report (Week 2)
- AIGTI-Aligned Documentation Package (Week 4)
- Mission-Readiness Scorecard (Week 5)
- Final Report and Executive Briefing (Week 6)

6. Pricing Model

Firm-Fixed-Price (FFP) — price to be determined per agency scale and data volume.

7. Acceptance Criteria

Deliverables are deemed acceptable upon written approval by the Government's Contracting Officer Representative (COR) confirming that:

- All AIGTI templates are complete and internally consistent.
- Readiness scorecard and reports are delivered within schedule.
- Recommendations are actionable and measurable.

8. Points of Contact

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9. Closing Statement

AIGTI strengthens American control over its AI future — ensuring that U.S. systems remain efficient, transparent, and sovereign. This diagnostic provides a clear path to readiness and accountability, without bureaucracy or delay.