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|  | **A picture containing text  Description automatically generatedCOMMERCIAL CONSTRUCTION SCOPE OF WORK TEMPLATE** |  |
|  | PROJECT INFORMATION |  |  |
|  | PROJECT NO. | PROJECT NAME | DATE SUBMITTED |  |
|  |   |   |   |  |
|  | JOB LOCATION | CLIENT POINT OF CONTACT | PHONE & EMAIL |  |
|  |   |   |    |  |
|  | CONSTRUCTION FIRM | PROJECT MANAGER | PHONE & EMAIL |  |
|  |   |   |    |  |
|  |  |  |  |  |  |
|  | PROJECT OVERVIEW |  |
|  | PROJECT SUMMARY |   |  |
|  | PROJECT OBJECTIVESDescribe the high-level goals of the project and how they relate to overall business objectives. |   |  |
|  |  |  |  |  |  |
|  | TIMELINE |  |
|  | DESIGN WORK START DATE |   |  |
|  | CONSTRUCTION WORK START DATE |   |  |
|  | ESTIMATED COMPLETION DATE |   |  |

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|  | SCOPE OF WORK |  |
|  | PROJECT DELIVERABLES |  |
|  | Please list all project deliverables and briefly describe each. Add more rows as necessary. |  |
|  | DELIVERABLE NO. | DESCRIPTION | DATE |  |
|  | 1 |   |   |  |
|  | 2 |   |   |  |
|  | 3 |   |   |  |
|  |  |  |  |  |  |
|  | EXCLUSIONS |  |
|  | Please list the activities that are out of scope or the tasks that you will not complete/provide as outputs of this project. |  |
|  | This project **will NOT accomplish or include** the following: |   |  |
|  |  |  |  |  |  |
|  | ESTIMATED COSTS |  |
|  | EXPENSE | DESCRIPTION | COST |  |
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|  |   | **TOTAL** |   |  |

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|  | STAKEHOLDERS |  |
|  | NAME & TITLE | ROLE/RESPONSIBILITY | PHONE | EMAIL |  |
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|  | APPROVALS |  |
|  | DATE SUBMITTED FOR APPROVAL | STAKEHOLDER NAME, TITLE, & ROLE | DATE APPROVAL RECEIVED | SIGNATURE |  |
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