

SCOPE OF WORK TEMPLATE



PROJECT NAME

Company
Name
Phone
Email

Project Location
Mailing Address
City, State Zip

AUTHOR

Date

SCOPE OF WORK *What does the project entail? What are the delivery methods*

PROJECT DELIVERABLES *Tangible Products / Services Resulting from This Project*

EXCLUSIONS

MILESTONES

DELIVERY DATE	TASK	GOODS REQUIRED	SERVICES REQUIRED

STAKEHOLDERS

ID	NAME & TITLE	ROLE / RESPONSIBILITIES

ESTIMATED COST

EXPENSE	DESCRIPTION	COST
INTERNAL LABOR		\$ -
EXTERNAL LABOR		\$ -
MATERIALS		\$ -
SERVICES		\$ -
OTHER		\$ -
TOTAL		\$ -

PAYMENT TERMS & CONDITIONS

APPROVAL & COMMENTS

PROJECT OWNER		
SIGNATURE		
DATE		
PROJECT MANAGER		
SIGNATURE		
DATE		
PROJECT SPONSOR		
SIGNATURE		
DATE		
PROJECT STAKEHOLDERS		
SIGNATURE		
DATE		

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