

Website Project Scope Template

COMPANY NAME	
VERSION	
DATE SUBMITTED	
AUTHOR	

VERSION HISTORY

VERSION	REVISION DATE	DESCRIPTION OF CHANGE

ORGANIZATION	
CLIENT NAME	
CLIENT PHONE	
CLIENT EMAIL	
CLIENT MAILING ADDRESS	

PROJECT		
PROJECT NAME		
CLIENT		
BRAND		
PRODUCT		
BEGIN DATE	END DATE	PROJECT DURATION

SUMMARY <i>What Does the Project Work to Achieve?</i>

SCOPE OF WORK <i>What Does the Project Entail? What Are the Delivery Methods?</i>

EXCLUSIONS

FEATURES & TECHNICAL REQUIREMENTS

PROJECT DELIVERABLES	
ACTIVITY	DESCRIPTION / LINKS
THEME DEVELOPMENT	
DESIGN ELEMENTS	
HOST / DOMAIN SETUP	
FEATURE LIST	
PAGE LIST	
CONTENT INCLUSION	
PLATFORM TESTING	
BETA TESTING	
MILESTONES	
EST DELIVERY DATE	PROJECT MILESTONE TITLE

DELIVERABLES & DELIVERY SCHEDULE	
DELIVERABLE DATE DUE	DELIVERABLE DESCRIPTION

COST		
RATE SCHEDULE		
ESTIMATED COST	DELIVERY SCHEDULE	DESCRIPTION
PAYMENT TERMS		
COMPLETION DATE	PAYMENT DUE	PHASE / WORK DESCRIPTION

POINTS OF CONTACT	
NAME / TITLE	CONTACT INFORMATION

ASSUMPTIONS <i>List All Made Assumptions</i>

CHANGE CONTROL PROCEDURE <i>Describe the Process Used to Implement Changes</i>

AUTHORIZATION	
CLIENT SIGNATURE	
CLIENT PRINTED NAME	
CLIENT DATE	
PROVIDER SIGNATURE	
PROVIDER PRINTED NAME	
PROVIDER DATE	

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