

CONSULTING SCOPE OF WORK TEMPLATE

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PROJECT NO.	DATE SUBMITTED
PROJECT OBJECTIVES	

STEP 1. Project Deliverables

DELIVERABLE NO.	DESCRIPTION

STEP 2. List of Project Tasks

List all project tasks to be completed, based on the deliverables listed in the previous section. Do not list dates. Add more rows as necessary.

Alternatively, you can attach your work breakdown structure (WBS) to the scope statement.

Work breakdown structure (WBS) attached	NO	YES
Provide link, if applicable.		

TASK NO.	DESCRIPTION	FOR DELIVERABLE NO. ... ENTER TASK #

STEP 3. Out of Scope

This project will NOT accomplish or include the following:	
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STEP 4. Project Assumptions

NO.	ASSUMPTION

STEP 5. Project Constraints

PROJECT START DATE	
PROJECT END DATE	
LIST ANY HARD DEADLINE(S)	
LIST OTHER DATES / DESCRIPTIONS OF KEY MILESTONES	
BUDGET CONSTRAINTS	
QUALITY OR PERFORMANCE CONSTRAINTS	
EQUIPMENT / PERSONNEL CONSTRAINTS	
REGULATORY CONSTRAINTS	

STEP 6. Updated Estimates

Estimate the hours required to complete the project.	
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STEP 7. Approvals

STAKEHOLDER NAME & TITLE	ROLE OF STAKEHOLDER / APPROVER	DATE SUBMITTED FOR APPROVAL	DATE APPROVAL RECEIVED

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