

# SIMPLE SCOPE OF WORK TEMPLATE WITH EXAMPLE DATA

Try Smartsheet for FREE

PROJECT NAME	
COMPANY NAME	
POINT OF CONTACT	
PHONE	
EMAIL	
COMPANY MAILING ADDRESS	
PROJECT LOCATION	
AUTHOR	
DATE	

## SCOPE OF WORK

*What does the project entail? What are the delivery methods?*

## PROJECT DELIVERABLES

*Note the tangible products / services resulting from this project.*

## EXCLUSIONS


## MILESTONES

DELIVERY DATE	TASK	GOODS REQUIRED	SERVICES REQUIRED

## STAKEHOLDERS

ID NUMBER	NAME & TITLE	ROLE / RESPONSIBILITY

ESTIMATED COST		
EXPENSE	DESCRIPTION	COST
		<b>TOTAL</b>

PAYMENT TERMS & CONDITIONS

APPROVAL & COMMENTS

PROJECT OWNER	
SIGNATURE	
DATE	
PROJECT MANAGER	
SIGNATURE	
DATE	

COMMENTS

# SIMPLE SCOPE OF WORK TEMPLATE

PROJECT NAME	
COMPANY NAME	
POINT OF CONTACT	
PHONE	
EMAIL	
COMPANY MAILING ADDRESS	
PROJECT LOCATION	
AUTHOR	
DATE	

## SCOPE OF WORK

*What does the project entail? What are the delivery methods?*

--

## PROJECT DELIVERABLES

*Note the tangible products / services resulting from this project.*

--

**EXCLUSIONS**


**MILESTONES**

DELIVERY DATE	TASK	GOODS REQUIRED	SERVICES REQUIRED

**STAKEHOLDERS**

ID NUMBER	NAME & TITLE	ROLE / RESPONSIBILITY

ESTIMATED COST		
EXPENSE	DESCRIPTION	COST
		<b>TOTAL</b>

PAYMENT TERMS & CONDITIONS

APPROVAL & COMMENTS

PROJECT OWNER	
SIGNATURE	
DATE	
PROJECT MANAGER	
SIGNATURE	
DATE	

COMMENTS

--

## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.