**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12401&utm_source=template-word&utm_medium=content&utm_campaign=SEO)Project Management   
Scope of Work Template**

|  |  |
| --- | --- |
| **Project Name** |  |
| **Company** |  |
| **Point Of Contact** |  |
| **Phone** |  |
| **Email** |  |
| **Company Mailing Address** |  |
| **Project Location** |  |
| **Author** |  |
| **Date** |  |

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| --- |
| Scope of Work |
| ***What Does the Project Entail? What are the Delivery Methods?*** |
|  |

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| --- |
| Project Deliverables |
| ***Note the Tangible Products / Services Resulting from this Project.*** |
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| **Exclusions** |
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| --- | --- | --- | --- |
| **Milestones** | | | |
| **Delivery Date** | **Task** | **Goods Required** | **Services Required** |
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| **Stakeholders** | | | |
| **ID Number** | **Name & Title** | **Role / Responsibility** |  |
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| --- | --- | --- | --- |
| **Estimated Cost** | | | |
| **Expense** | **Description** | | **Cost** |
| Internal Labor |  | | $ - |
| External Labor |  | | $ - |
| Materials |  | | $ - |
| Services |  | | $ - |
| Other |  | | $ - |
|  | | **Total** | $ - |

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| --- |
| **Payment Terms & Conditions** |
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Approval & Comments

|  |  |
| --- | --- |
| **Project Owner** |  |
| **Signature** |  |
| **Date** |  |
| **Project Manager** |  |
| **Signature** |  |
| **Date** |  |
| **Project Sponsor** |  |
| **Signature** |  |
| **Date** |  |
| **Project Stakeholder** |  |
| **Signature** |  |
| **Date** |  |

Comments

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