**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** |  $ -  |

|  |
| --- |
| **Payment Terms & Conditions** |
|   |
|   |
|   |

Approval & Comments

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

Comments

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