

Scope of Work Template

Project Manager:

Team:

Sponsor:

Revision History

Revision date	Revised by	Approved by	Description of change

Purpose:

Scope:

Major plan activities

Out of scope activities that are critical to the success of the project

Deliverables:

Cost Estimates

Cost Type

Amount

Schedule Overview

Estimated Plan Completion Date:

Major Milestones

External Milestones Affecting the Project

Impact of Late Delivery

Objectives:

Assumptions:

Our Assumptions:

Impact if our assumption is incorrect:

Stakeholder Analysis

Name & Role	Major Responsibility or Contributions

**Chain of Command
Project Team**
