Scope of Work (SOW) Template	
Project Name	Insert Project Name
Client Name	Insert Client Name
Project Manager	Insert Project Manager's Name
Date	Insert Date

1.

Project Overview

Provide a brief description of the project, including its purpose and objectives.

Example:
"This project aims to redesign the company's website to improve user experience, increase traffic, and enhance online sales."

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2. Scope of Work

Outline the tasks and deliverables required to complete the project.

Tasks to be performed	Description
Task 1	Insert task description
Task 2	Insert task description
Task 3	Insert task description
Task 4	Insert task description

Deliverables	Description
Deliverable 1	Insert deliverable description

Deliverable 2	Insert deliverable description
Deliverable 3	Insert deliverable description

3. Timeline and Milestones

Milestone	Due Date
Milestone 1: Insert	Insert date
Milestone 2: Insert	Insert date

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4. Budget

Outline the budget allocated for this project and any associated costs.

Item	Cost
Item 1: *Insert*	*Insert cost*
Item 2: *Insert*	*Insert cost*

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5. Assumptions

List any assumptions or conditions that might impact the project's scope, timeline, or cost.

Example:
"Client will provide necessary content and images for the website redesign."

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6. Project Roles and Responsibilities

Define key roles involved in the project and their responsibilities.

Role	Responsibilities
Project Manager: ***Insert***	**Responsible for overall project execution.**
Designer: ***Insert***	**Responsible for UI/UX design.**

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7. Acceptance Criteria

Define the criteria for accepting the completed project.

Example:
"The redesigned website must meet the agreed-upon design and functionality standards and pass usability testing."

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8. Signatures

Client and provider signatures to confirm agreement on the scope of work.

Client Signature	
Insert Name	
Insert Date	
Provider Signature	
Insert Name	
Insert Date	