Statement of Work

Introduction

Name of Project		
Write the name of your project here		
Contact	Email/Cell	
Sponsor:		
Stakeholder:		
Project Manager:		
Team Member:		
Contractor/Vendor:		
Background		
Write the background for your project here	?	
Purpose		
Write the purpose of your project here		

Scope of Work

To Be Done	Resources Needed	Outcome	Time Involved	General Steps
Item #1				

Item #2		
Item #3		

Location

Site	Duration
Office	
Remote Location	

Schedule

Phases	Start	Finish
Phase #1		
Phase #2		
Phase #3		

Deliverables

Deliverable	Objective	Due Date
Deliverable #1		
Deliverable #2		
Deliverable #3		

Milestones

Milestones	Start Date	Finish Date
Milestone #1		

Milestone #2		
Milestone #3		
Tasks		
Activity	Duration	Team Member
Task #1		
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Reporting and	Communications
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Detail how you will report on your project and how that information will be delivered here

Standards and Testing

Task #3

Standard/Test	Team Member	Due Date
Standard		
Test #1		
Test #2		

Define Success

Detail what stakeholders/sponsor deem a successful completion of the project

Requirements

Note any equipment, degrees or certification and travel time that will be required for the project here

Other

Place here anything relevant to the project that was not captured above

Payments

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Vendor #1	
Vendor #2	
Vendor #3	

Closure

Document	Signed Off
Doc #1	
Doc #2	
Doc #3	