

PROJECT MANAGEMENT

SCOPE OF WORK TEMPLATE

PROJECT NAME	
COMPANY	
POINT OF CONTACT	
PHONE	
EMAIL	
COMPANY MAILING ADDRESS	
PROJECT LOCATION	
AUTHOR	
DATE	

SCOPE OF WORK

<i>What does the project entail? What are the delivery methods?</i>

PROJECT DELIVERABLES

<i>Note the tangible products / services resulting from this project.</i>

EXCLUSIONS			

MILESTONES			
DELIVERY DATE	TASK	GOODS REQUIRED	SERVICES REQUIRED

STAKEHOLDERS		
ID NUMBER	NAME & TITLE	ROLE / RESPONSIBILITY

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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