

[Project Name] - Scope of Work

[Your Company Name]

Project Manager: [Project Manager Name, Phone Number/Email]

Date: [DD/MM/YYYY]

1. Project objectives

Detail out your high-level software development project goals. Provide enough context that would allow for someone not familiar with the project to understand what you are developing and why. Be sure to paint a picture of what the end product will look like.

[3-5 sentences describing your project and objectives.]

2. Deliverables

It's time to think about what you are expecting the outputs of the project to be. Think about this as a way to expand upon your project goals and define what success would look like for your software development project. Depending on the size of your project, you can consider breaking down the deliverables into project phases, sometimes referred to as a work breakdown structure (WBS).

Project Phase #1:

- [Deliverable #1]
- ...

Project Phase #2

- [Deliverable #1]
- ...

3. Schedule

After you have defined your project deliverables, you need to lay out the project schedule. This is key for any project planning document! Start by considering the high-level project duration, then break down your project into distinct tasks (or use the phases from above) and set the start and end dates for each.

	Task description	Responsible Party	Schedule
1			

2			
3			
4			

4. Functional requirements

Next up in your SOW document should be a list of all functional requirements for your software project. Functional requirements should describe *what* a software system is supposed to do (i.e. how it should *function*). The end result of functional requirements will be the features of your application, website, or product.

Note: You may want to include these in a separate spreadsheet linked to from your SOW.

	Functional Requirement
1	
2	
3	
4	

5. Non-functional requirements

Non-functional requirements should describe *how* a software system works. The end result of non-functional requirements will be product attributes that may be more “behind the curtain,” but are just as important as functional requirements.

Note: You may want to include these in a separate spreadsheet linked to from your SOW.

	Non-functional Requirement
1	
2	
3	
4	

6. Assumptions

Everyone working on a software development project will have a set of assumptions about it. Problems come in when the assumptions aren't acknowledged. To help ensure all stakeholders - internal and external - are aligned, document all assumptions that are being made about the project at hand.

	Assumption
1	
2	
3	
4	

7. Administrative details

In this final section of your SOW business document, you should outline any other relevant project or contractual specifics.

Payment terms/payment model:

Contract terms:

Other relevant information: