

Statement of Work

Introduction

Name of Project
<i>Write the name of your project here</i>

Contact	Email/Cell
Sponsor:	
Stakeholder:	
Project Manager:	
Team Member:	
Contractor/Vendor:	

Background
<i>Write the background for your project here</i>

Purpose
<i>Write the purpose of your project here</i>

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		

[Free Gantt chart template for Excel](#)

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		
Task #2		
Task #3		

[Free task tracking template for Excel](#)

Reporting and Communications

Detail how you will report on your project and how that information will be delivered here

Standards and Testing

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

Who	How Much	Payment Due
Vendor #1		
Vendor #2		
Vendor #3		

Closure

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