

SCOPE OF WORK TEMPLATE

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PROJECT NAME			
COMPANY		PROJECT LOCATION	
NAME		MAILING ADDRESS	
PHONE			
EMAIL			
AUTHOR			DATE

SCOPE OF WORK <i>what does the project entail? what are the delivery methods?</i>

PROJECT DELIVERABLES <i>tangible products / services resulting from this project</i>

EXCLUSIONS

MILESTONES			
DELIVERY DATE	TASK	GOODS REQUIRED	SERVICES REQUIRED

STAKEHOLDERS

ID	NAME & TITLE	ROLE / RESPONSIBILITIES

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 STAKEHOLDERS		
SIGNATURE		
DATE		