

IT PROJECT SCOPE TEMPLATE

Try Smartsheet for FREE

ORGANIZATION	
PROJECT NAME	
CLIENT	
VERSION NUMBER	
CLIENT POINT OF CONTACT	

ORGANIZATION CONTACT INFO		
NAME		
PHONE		
EMAIL		
MAILING ADDRESS		
DATE PREPARED		AUTHOR:
PROJECT MANAGER		
BEGIN DATE	END DATE	PROJECT DURATION

PROJECT TEAM		
NAME / TITLE	PHONE	EMAIL

PROJECT
INTRODUCTION <i>Description without Requirement Details</i>
BACKGROUND <i>What Led to the Necessity of This Project?</i>
RESOURCE REQUIREMENTS

FEE SUMMARY		
PHASE ONE	HOURS	TOTAL
PHASE TWO	HOURS	TOTAL
ESTIMATED DATA STORAGE		
PERSONNEL		
TRAINING		
IMPLEMENTATION COSTS		
FEE SCHEDULE		

SCOPE OF WORK | *What Does the Project Entail? What Are the Delivery Methods?*

PROJECT DELIVERABLES | *What Does the Project Entail? What are the Delivery Methods?*

MILESTONES	
EST DELIVERY DATE	PROJECT MILESTONE TITLE

DELIVERABLE MATERIALS | *What Is the Final Product to Be Supplied to the Client?*

STAKEHOLDERS	
IT AFFECTED TEAMS	
NON-IT AFFECTED TEAMS	
STEERING COMMITTEE	
CUSTOMERS	
POTENTIAL / OTHER	

OPERATIONS & SUPPORT

COMMUNICATIONS PLAN

--

QUALITY MANAGEMENT PLAN

--

IT PROJECT TRAINING PLAN

--

PII STANDARD COMPLIANCE

--

REGULATORY COMPLIANCE

--

TIMELINE | *Project Begin and End Dates, Approximate Delivery of Major Events*

--

DEFINITIONS | *Define Any Unique Language Used Within SOW*

--

SERVICES | SERVICE COORDINATION

AGENCY RESPONSIBILITIES

--

CLIENT RESPONSIBILITIES

--

MUTUAL RESPONSIBILITIES

--

PROJECT RISKS	
ISSUE / RISK	MITIGATION / CONTINGENCY

CRITERIA FOR COMPLETION <i>What Is Required to Occur for a Completed Project?</i>

BUSINESS TERMS / CONDITIONS
CONTRACT MODIFICATIONS
CONFIDENTIALITY
TERMINATION

COMMENTS & APPROVAL
COMMENTS

AUTHORIZATION	
CLIENT SIGNATURE	
CLIENT PRINTED NAME	
CLIENT DATE	
PROVIDER SIGNATURE	
PROVIDER PRINTED NAME	
PROVIDER DATE	

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.