**Scope of Work Template**

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| **Company Name:** |  |
| **Project Name:** |  |
| **Point of Contact:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Company Mailing Address:** |  |
| **Project Location:** |  |
| **Author:** |  |
| **Date:** |  |

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| **Scope of Work** |
| **What does the project imply? What delivery methods are?** |
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| **Project Deliverables** |
| **Note the tangible products or services resulting from this project.** |
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| **Exclusions** |
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| **Milestones** | | | |
| **Task** | **Goods Required** | **Services Required** | **Delivery Date** |
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| **Stakeholders** | | |
| **ID Number** | **Name & Title** | **Role / Responsibilities** |
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| **Projected Cost** | | |
| **Expense** | **Details** | **Cost** |
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| **Total** | |  |

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| **Payment Terms & Conditions** |
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**Approval & Comments**

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| **Project Owner:** |  |
| **Date:** |  |
| **Signature:** |  |
| **Project Manager:** |  |
| **Date:** |  |
| **Signature:** |  |
| **Project Stakeholder:** |  |
| **Date:** |  |
| **Signature:** |  |
| **Project Sponsor:** |  |
| **Date:** |  |
| **Signature:** |  |

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| **Comments** |
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