Scope of Work

Your Company Logo
Only editable in Adobe Acrobat

Project details

Project name: _____ Date: _____

Client: _____ Version number: _____

Prepared by: _____

1. Project overview and objectives

2. Tasks and activities

3. Deliverables

DELIVERABLE	DEFINITION OF "DONE"	FORMAT	DUE DATE

4. Timeline and milestones

MILESTONE	TARGET DATE	DEPENDS ON

What we need from you

ITEM	WHO PROVIDES	DUE BY

5. Exclusions and out-of-scope items

6. Cost, payment terms, and assumptions

LINE ITEM	AMOUNT
Total	$0.00

Payment terms

Assumptions

7. Stakeholders and approvals

ROLE	NAME	CONTACT

CLIENT:

Signature: _____

Name: _____

Title: _____

Company: _____

Date: _____

PREPARED BY:

Signature: _____

Name: _____

Title: _____

Company: _____

Date: _____

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