**SIMPLE SCOPE OF**

**WORK TEMPLATE**

|  |  |
| --- | --- |
| **PROJECT NAME** |   |
| **COMPANY NAME** |   |
| **POINT OF CONTACT** |   |
| **PHONE** |   |
| **EMAIL** |   |
| **COMPANY MAILING ADDRESS** |   |
| **PROJECT LOCATION** |   |
| **AUTHOR** |   |
| **DATE** |   |

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| --- |
| SCOPE OF WORK |
| ***What does the project entail? What are the delivery methods?*** |
|   |

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| PROJECT DELIVERABLES |
| ***Note the tangible products / services resulting from this project.*** |
|   |

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| --- |
| **EXCLUSIONS** |
|   |
|   |
|   |
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| --- |
| **MILESTONES** |
| **DELIVERY DATE** | **TASK** | **GOODS REQUIRED** | **SERVICES REQUIRED** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

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| --- |
| **STAKEHOLDERS** |
| **ID NUMBER** | **NAME & TITLE** | **ROLE / RESPONSIBILITY** |  |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

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| --- |
| **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** |   |

COMMENTS

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