**WEB DESIGN SCOPE
OF WORK TEMPLATE**

PROJECT NAME

SCOPE OF WORK

AUTHOR:

Version: 0.0.0

00/00/0000

| SOW VERSION HISTORY |
| --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
|  |  |  |  |  |
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CLIENT & PROJECT INFORMATION

|  |
| --- |
| **ORGANIZATION** |
| **CLIENT NAME** |   |
| **CLIENT PHONE** |   |
| **CLIENT EMAIL** |   |
| **CLIENT MAILING ADDRESS** |   |

|  |
| --- |
| **PROJECT** |
| **PROJECT NAME** |   |
| **CLIENT** |   |
| **BRAND** |   |
| **PRODUCT** |   |
| **BEGIN DATE** | **END DATE** | **PROJECT DURATION** |
|   |   |   |

PROJECT SUMMARY

|  |
| --- |
| ***What Does the Project Work to Achieve?*** |
|   |

SCOPE OF WORK

|  |
| --- |
| ***What Does the Project Entail? What Are the Delivery Methods?*** |
|   |

PROJECT DELIVERABLES

|  |  |
| --- | --- |
| **ACTIVITY** | **DESCRIPTION / LINKS** |
| **THEME DEVELOPMENT** |   |
| **DESIGN ELEMENTS** |   |
| **HOST / DOMAIN SETUP** |   |
| **FEATURE LIST** |   |
| **PAGE LIST** |   |
| **CONTENT INCLUSION** |   |
| **PLATFORM TESTING** |   |
| **BETA TESTING** |   |
| **MILESTONES** |
| **EST DELIVERY DATE** | **PROJECT MILESTONE TITLE** |
|   |   |
|   |   |
|   |   |
|   |   |

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| --- |
| **DELIVERABLES & DELIVERY SCHEDULE**  |
| **DELIVERABLE DESCRIPTION** | **DUE DATE** |
| Contract Finalization |  |
| Design Finalization |  |
| Content Provided by Client |  |
| Site Construction |  |
| Testing |  |
| Revision Implementation |  |
| Client Sign-Off - Beta Site |  |
| Site Deployment |  |
| Client Sign-Off - Final Site |  |
|  |  |
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COST

|  |
| --- |
| **RATE SCHEDULE** |
| **ESTIMATED COST** | **DELIVERY SCHEDULE** | **DESCRIPTION** |
| $500 |   |   |
| $200 |   |   |
| $75 per hour |   |   |
| $500 |   |   |
| **PAYMENT TERMS** |
| **COMPLETION DATE** | **PAYMENT DUE** | **PHASE / WORK DESCRIPTION** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

POINTS OF CONTACT

|  |  |
| --- | --- |
| **NAME / TITLE** | **CONTACT INFORMATION** |
|   |   |
|   |   |
|   |   |
|   |   |

ASSUMPTIONS

|  |
| --- |
| ***List All Made Assumptions*** |
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CHANGE CONTROL PROCEDURE

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| --- |
| ***Describe the Process Used to Implement Changes to the SOW***  |
|   |

AUTHORIZATION

|  |  |
| --- | --- |
| **CLIENT SIGNATURE** |   |
| **CLIENT PRINTED NAME** |   |
| **CLIENT DATE** |   |
| **PROVIDER SIGNATURE** |   |
| **PROVIDER PRINTED NAME** |   |
| **PROVIDER DATE** |   |

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