**Scope of Work Template**

| **Project Scope Statement** | |
| --- | --- |
| **Project Title** |  |
| **Date** |  |
| **Company Name** |  |
| **Project Manager** |  |
| **Project Location** |  |
| **Contact Phone Number** |  |
| **Contact Address** |  |

| **Scope of Work** |
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| **Project Deliverables** |
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| **Exclusions** |
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| **Milestones** | |
| --- | --- |
| **Delivery Date** | **Task** |
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| **Estimated Cost** | | |
| --- | --- | --- |
| **Expense** | **Description** | **Cost** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** | |  |

| **Stakeholders** | |
| --- | --- |
| **ID Number** | **Name and Titles** |
|  |  |
|  |  |
|  |  |
|  |  |

| **Approval** | |
| --- | --- |
| **Project Owner** |  |
| **Signature** |  |
| **Date** |  |
| **Project Manager** |  |
| **Signature** |  |
| **Date** |  |

| **Comments** |
| --- |
|  |