**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**  |
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|  |  |  |
|  |  |  |
|  |  |  |
| **Total**  |  |

| **Stakeholders**  |
| --- |
| **ID Number**  | **Name and Titles**  |
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| **Approval**  |
| --- |
| **Project Owner**  |  |
| **Signature**  |  |
| **Date**  |  |
| **Project Manager**  |  |
| **Signature**  |  |
| **Date**  |  |

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