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**Statement of Work**

## Introduction

|  |
| --- |
| **Name of Project** |
| *Write the name of your project here* |

|  |  |
| --- | --- |
| **Contact** | **Email/Cell** |
| Sponsor: |  |
| Stakeholder: |  |
| Project Manager: |  |
| Team Member: |  |
| Contractor/Vendor: |  |

|  |
| --- |
| **Background** |
| *Write the background for your project here* |

|  |
| --- |
| **Purpose** |
| *Write the purpose of your project here* |

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## Scope of Work

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To Be Done** | **Resources Needed** | **Outcome** | **Time Involved** | **General Steps** |
| Item #1 |  |  |  |  |
| Item #2 |  |  |  |  |
| Item #3 |  |  |  |  |

## Location

|  |  |
| --- | --- |
| **Site** | **Duration** |
| Office |  |
| Remote Location |  |

## Schedule

|  |  |  |
| --- | --- | --- |
| **Phases** | **Start** | **Finish** |
| Phase #1 |  |  |
| Phase #2 |  |  |
| Phase #3 |  |  |

## Deliverables

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Objective** | **Due Date** |
| Deliverable #1 |  |  |
| Deliverable #2 |  |  |
| Deliverable #3 |  |  |

## Milestones

|  |  |  |
| --- | --- | --- |
| **Milestones** | **Start Date** | **Finish Date** |
| Milestone #1 |  |  |
| Milestone #2 |  |  |
| Milestone #3 |  |  |

## Tasks

|  |  |  |
| --- | --- | --- |
| **Activity** | **Duration** | **Team Member** |
| Task #1 |  |  |
| Task #2 |  |  |
| Task #3 |  |  |

|  |
| --- |
| **Reporting and Communications** |
| *Detail how you will report on your project and how that information will be delivered here* |

## Standards and Testing

|  |  |  |
| --- | --- | --- |
| **Standard/Test** | **Team Member** | **Due Date** |
| Standard |  |  |
| Test #1 |  |  |
| Test #2 |  |  |

## Define Success

|  |
| --- |
| *Detail what stakeholders/sponsor deem a successful completion of the project* |

## Requirements

|  |
| --- |
| *Note any equipment, degrees or certification and travel time that will be required for the project here* |

## Other

|  |
| --- |
| *Place here anything relevant to the project that was not captured above* |

## Payments

|  |  |  |
| --- | --- | --- |
| **Who** | **How Much** | **Payment Due** |
| Vendor #1 |  |  |
| Vendor #2 |  |  |
| Vendor #3 |  |  |

## Closure

|  |  |
| --- | --- |
| **Document** | **Signed Off** |
| Doc #1 |  |
| Doc #2 |  |
| Doc #3 |  |

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