|  |
| --- |
| [Your Team Name] |
| <Project Name>  Statement of Work  <week number> |
| [Client Company Name] |
|  |
| **Team member name 1**  **Team member name 2**  **Team member name 3**  **Team member name 4** |
|  |

**Please note - this is a document template, only. All of the text in *blue italics* is for explanatory purposes and must be overwritten or deleted (along with this note) when you create your own version of this document.**

## Overview

*Provide an overview of this milestone/checkpoint. What is the intention of the work being done? For example, the intention might be to develop a DB and integrate it with the GUI that was built in the previous milestone/checkpoint. Conversely, the intention could be to take feedback received on the previous GUI prototype, and rework the GUI to be more suitable for use.*

## Outcomes

*List the expected accomplishments for this milestone/checkpoint. What will the team have achieved by the end of this stage?*

* *New features?*
* *Proof of technology*
* *Training?*
* *Bugs fixed?*
* *Decisions made?*
* *Documentation?*

## Deliverables

*List and describe the tangible items that the team will produce in this stage. Ensure that each deliverable is also in the Work Breakdown with an Owner and a Completion Date*

|  |  |
| --- | --- |
| **Deliverable** | **Description** |
| *Code* | *<text>* |
| *Documentation* |  |
| *Etc.* | *Add rows as required* |

## Work Breakdown

*Decide what work tasks need to be done to add all the features and produce the deliverables and distribute this work amongst the team members.*

|  |  |  |
| --- | --- | --- |
| **Owner** | **Description** | **Completion Date** |
| *<team member>* | *Contact the web host and find out if they can support SQL version 1.2:* | *Wednesday. XX Apr/May* |
| *<team member>* | *Will use new login information and get the server communicating with the web client and email rest of team and client with result.* | *Tuesday XX Apr/May* |
|  |  |  |
|  |  |  |
|  | *Add rows as required* |  |