# Statement of work

By [Capstone Project Name]

For [Client Company Name]

Date [Current Date]

SOW #000

## Introduction

*[Start by writing an introduction to the project and parties. Clarify whether the project involves a service or a product. Then identify the client or buyer and the contractor or supplier. Specify whether the document is a standing offer that remains valid over an extended period of time or if it's a one-time contract.]*

[Capstone Project Name] will perform [overview of work required] for [Client Company Name].

## Purpose and objectives

*[Explain the reason for the project, establish why it's happening now and state the projected completion date. Discuss the goals of the project and explain why they're important.]*

The purpose of this project is to [purpose]. The project objectives are [objectives].

## Scope of Work (SOW)

*[Outline the work that the supplier or contractor will perform and the processes they will use. Include some of the high-level tasks but save details for the list of tasks.]*

This SOW outlines the tasks and deliverables currently anticipated by the parties during the SOW term. Beginning on [start date] [Capstone Project Name] will provide [high-level outline of work with processes] the following product(s) [collectively, the “Products”] or service(s) [collectively the “Services”)]*.*

## Tasks

*[Explain the scope of work by each phase where you will outline all of the tasks that the contractor or supplier will do. Prioritize the order in which each of these phases needs to be completed. Additionally include what tasks will not be included in the project scope.]*

[Capstone Project Name] will complete the following tasks as part of this project:

**Phase 1**: [List tasks]   
  
**Phase 2**: [List tasks]  
  
**Phase 3**: [List tasks]

The following tasks are not included in this project’s scope and will not be performed by [Capstone Project Name]:

* [Task]
* [Task]
* [Task]

## Deliverables

*[Clearly state the deliverables, or the products or services that will result from the project. Then outline major milestones, such as the project start, deliverable reviews and testing. Including a Work Breakdown Structure may be helpful for a visual representation]*

[Capstone Project Name] will provide the following deliverables as part of this project:

* [Deliverable]
* [Deliverable]
* [Deliverable]

## Schedule

*[Plot the project schedule. It may span specific dates, a certain period of time or a given deadline. Here, you can also clarify any schedule-related limits, such as the maximum number of hours or the final deadline for the project. Including a Gantt chart may be helpful for a visual representation]*

This project will follow the below estimated schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Task/project phase** | **Est. start date** | **Est. end date** | **Est. hours required** |
| [Task/Project Phase] | [Start Date] | [End Date] | [Hours Required] |
| [Task/Project Phase] | [Start Date] | [End Date] | [Hours Required] |
| [Task/Project Phase] | [Start Date] | [End Date] | [Hours Required] |

## Location

*[Clarify where the supplier or contractor should perform the work and where the project participants should meet, if applicable. Locations typically include a client’s site, a contractor’s site or a remote location that the supplier provides.]*

All work related to this project will occur at [location(s)]. [Capstone Project Name] will not perform work at [location(s)]. Scheduled meetings will occur at [location(s)].

## Resources

[Client Company Name] will supply the following resources to enable [Capstone Project Name] to complete this project:

* [Resource]
* [Resource]
* [Resource]

## Special terms and conditions

*[Explain whether the contractor or supplier must use specific software or processes to complete the work. This section should also specify whether the provider needs certain certifications or clearances to do the job.]*

[Additional terms and conditions go here.]

## Signatures

Signed and agreed to by:

|  |  |
| --- | --- |
| [Capstone Project Name]  [Contractor Signee Name]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Date] | [Client Company Name]  [Client Signee Name]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Date] |