



[Project Title] Statement of Work

Project Lead:

Project Sponsor:

Revision History:

Revision date	Revised by	Approved by	Description of change

Purpose:

Scope / Major Project Activities:

-
-

Out-of-scope activities:

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-



Deliverables:

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Schedule Overview / Major Milestones:

- Milestone 1:
- Milestone 2:
- Milestone 3:

Estimated hours for completion:

Record the estimated hours to completion here.

Estimated date for completion:

This is your “if all goes well this is when the project will be done” date.

Payment Terms