

Statement of Work

Introduction

Name of Contract
<i>Write the name of your contract here</i> Contract 002

Contact	Name / email
Sponsor:	sponsor@example.com
Stakeholder:	John Doe
Project Manager:	John Doe
Team Member:	-
Contractor/Vendor:	NA

Background
<i>The project is to build an app to enable oil & gas customers to submit permit applications</i>

Purpose
<i>The project is to build an app to enable oil & gas customers to submit permit applications</i>

Scope of Work

To Be Done	Resources Needed	Outcome	Time Involved	General Steps
App Development	2 Full stack developer			
App Testing	1 App Tester			



Location

Site	Duration
Office	Calgary
Remote Location	No

Schedule

Phases	Start	Finish
Phase #1	Jan 2024	Mar 2024
Phase #2	Apr 2024	Jun 2024
Phase #3	Jul2024	Sep 2024

Reporting and Communications

All team members should attend Daily stand up meeting and weekly team meeting

Define Success

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

Requirements

All team members must have Agile certification

Other

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

Closure

Document	Signed Off
Doc #1	
Doc #2	
Doc #3	

