# [Company Header]

# [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:

## Deliverables:

## 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