# [Project Title] Statement of Work

## Project Manager:

## Sponsor:

## Revision History:

|  |  |  |  |
| --- | --- | --- | --- |
| Revision date | Revised by | Approved by | Description of change |
|  |  |  |  |
|  |  |  |  |

## Purpose:

## Scope / Major Project Activities:

* X
* Y
* Z

## This project does not include:

* X
* Y
* Z

## Deliverables:

*A concise statement about what your project will deliver.*

## Schedule Overview / Major Milestones:

* Milestone 1:
* Milestone 2:
* Milestone 3:
* Milestone 4:

## Estimated hours for completion: XX

*This is where your hours quoted for the project should go.*

## Estimated date for completion:

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