**Scope of Work**

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| **Project Name** | **Project Manager** |
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| **Project Objective** | **Location of Project** |
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| **Project Team** | **Project Resources** |
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| **Scope of Work Description** | * Detail the project expectations, the responsibilities of the project team and all activities that are within the project scope. |

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| **Project Deliverables** | * List all deliverables that will be created over the life cycle of the project, including the final deliverable of the project. |

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| **Project Exclusions** | * Here is where you detail what is out of scope or those tasks that are not included in the scope of the project. |

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| **Project Timeline** | * Map all your tasks and their duration from the start to the finish of the project on a visual timeline.   [Download our free project timeline template for Excel](https://www.projectmanager.com/templates/project-timeline-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=scope-of-work-word&utm_content=&utm_detail=&utm_term=none) |

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| **Project Milestones** | * Mark all the milestones in your project schedule, such as the end of one phase and the beginning of another, important dates, etc. |

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| **Project Costs** | * Outline expected costs of the project, as well as the project management methodology that will be used to manage the project.   [Download our free budget template for Excel](https://www.projectmanager.com/templates/project-timeline-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=scope-of-work-word&utm_content=&utm_detail=&utm_term=none) |

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| **Payment Terms** | * Outline how, when and by what method clients will pay for the services provided on the completion of the project. |

**[Graphical user interface

Description automatically generated](https://projectmanager.com/pricing?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=scope-of-work-word&utm_content=&utm_detail=&utm_term=none)**