Statement of Work

Date	[insert date]
Project Name	[insert project name]
Department	[insert project name]
Project Owner	[insert the person's name overseeing & responsible for the project]
Compiled by	[insert other names, if different than project owner]

Summary

Provides the "why" – include an introduction, state the business objectives of the project, and a high-level overview of the solution. This section does not need to be detailed but it should clearly state the purpose of the project.

Scope

This SOW covers the following activities, services and/or deliverables.

Write a detailed description of the scope. Include as many assumptions to clearly define what is, and what is not, included. The scope section should include a detailed list and description of deliverables or services.

Schedule

Establish the schedule. It should include the task name, task owner and planned dates. This can be either be inserted as a table, or a screen print of the Microsoft Project Plan.]

Task	Begin Date	Finish Date

Pricing

The pricing should detail all resources necessary to complete the stated scope and provide the required deliverables within the schedule.

Item	Price	Cost Structure
TOTAL		

[include payment terms]

[include payment schedule]

Key Assumptions

This agreement is based on the following assumptions.

[list all key assumptions that are not already mentioned in this document]