

# [Project Name] Statement of Work

Project Manager: [Name]

Sponsor: [Name]

## Revision History

Revision date	Revised by	Approved by	Description of change

## Purpose

## Scope

### Major project activities

- 1.
- 2.
- 3.

**Out of scope activities that are critical to the success of the project**

## Deliverables

## Cost Estimates

	Cost Type	Amount
Labor hours		
External costs		
Labor (consultants, contract labor)		
Equipment, hardware or software		
List other costs such as travel & training		

## Schedule Overview

**Estimated Project Completion Date: [mm/dd/yy]**

### Major Milestones

[Milestone]      mm/dd/yy

[Milestone]      mm/dd/yy

### External Milestones Affecting the Project

[Milestone]      mm/dd/yy

[Milestone]      mm/dd/yy

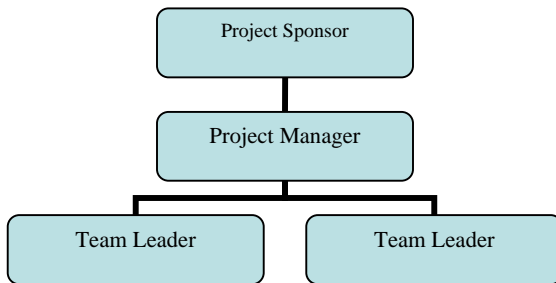
### Impact of Late Delivery

## Objectives

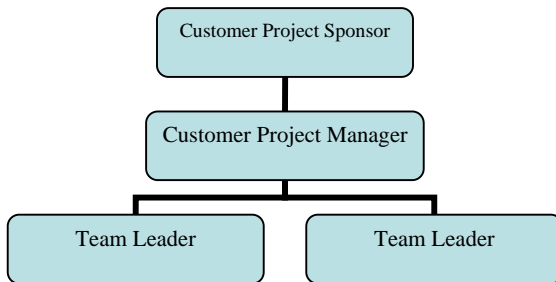
### Stakeholder Analysis

Name & Role	Major Responsibility or Contribution
[Name] Customer	
[Name] Sponsor	
[Name] Management	
[Name] Team	

### Chain of Command Project Team



### Customer Approval Chain



### Assumptions

Assumption:

Impact if assumption is incorrect: