

# Scope of Work Template



## Overview

Project Name:	Project Manager Name:	Project Address:
Project Dates:	Client Name:	Client Address:

## Summary

Project Purpose and Objectives	Purpose of the project:  _____
	SMART objectives:  _____

<b>Project Deliverables</b>	<p>Key deliverables:</p> <hr/> <p>Write an action plan that will move the team forward to reach project deliverables:</p>
<b>Timeline</b>	<p>Develop a project timeline:</p>
<b>Budget</b>	<p>Lay out budget plan in a pricing chart (include material needs, employee labour costs, and expenses):</p>
<b>Project Report</b>	<p>Link formal records or reporting materials below:</p>
<b>Project Exclusions</b>	<p>List what areas are out of scope from the project (materials that can't be used, areas that need to be avoided, etc) :</p>

# For Approval



*Signatures (Name and Date) :*



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