**SCOPE OF WORK**

A scope of work (SOW) document is an agreement on the work to be performed on a project -- a map that guides the completion of the project. A SOW is a project scope statement used when working/collaborating with people outside a business/organization to avoid miscommunication, misinterpretations of expectations, presumptions, and/or disputes; a scope of work in project management is a project plan that details everything that will be completed for stakeholders.

To be effective, a SOW must have explicit details, visualizations/examples, definitions of terminology, time for reviews and unexpected changes, and definitions of success.

For functionality, a scope of work (SOW) document should include the following sections:

**Introduction:**

This section describes the type of work being done -- a service or a product -- and the parties involved. The introduction can also define the formal agreements that the SOW can be used to create later, including a standing offer, an agreement to buy a service or product at a certain price for a particular period of time, or a legally binding contract that formalizes mutually agreed upon details.

**Project Overview/Objectives:**

This section explains the project -- its context and goals.

**Scope of Work:**

This section describes in a general fashion the work that must be performed to complete the project, using bullet points or an uncomplicated summary. This section can also include the technical requirements involved.

**List of Tasks:**

This section lists the specific actions that must be taken to accomplish the project. The tasks should be broken down into phases such as research/planning, design. build, and test.

**Project Schedule:**

This section describes how long the project will take, the timeframe, and the phases/milestones involved, where the project work will occur (including any meetings), the resources required and who is responsible for completing each task.

**Project Deliverables:**

This section defines the expected outcomes of the project -- exactly what will be received when the project is completed.

**Adoption Plan:**

This section describes the process for putting the deliverables into place.

**Project Management:**

This section details how and when payments will be made/pricing, who is responsible for signing off on the deliverables, approving any changes to the scope, and support/maintenance, and any additional requirements that need to be agreed upon.

**Standards for Success/Sign-Off/Signatures:**

This section describes how the deliverables will be accepted at the end of the project -- authorized, reviewed and signed off on.