**SCOPE OF WORK**

**Project Title:**

Game Changing Project

**Document Author(s):**

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**Document Version:**

Where applicable

**Client Name:**

The Green Goblin

**Current Date:** May 10th, 2021

**Project Overview:** Briefly describe your project, touching on its background, objectives, and the parties working to make it a reality.

**Description of Goods & Services:**

Define what goods or services will be provided within the framework of your project. This can be done in a list format.

* Service 1
* Service 2
* Service 3

**Task List:**

Break your project down into a series of tasks and subtasks and include them in a list format for optimal readability.

* Task 1
* Task 2
* Task 3

**Deliverables:**

Describe exactly what your client will receive by the end of your project. Make sure to be specific in this section, as it will make sure that all parties involved are on the same page.

**Period of Performance:**

Outline the timeframe of your project from beginning to end. Be sure to account for due dates and milestones.

**Out of Scope List**

Since the most important part of your scope of work is defining what's included within the framework of your project, if there's anything you want to clarify definitely isn't included within your project scope, list it here.

* Out of Scope 1
* Out of Scope 2
* Out of Scope 3

**Protocol for Changes:**

If either party needs to adjust the scope of work along the way, you'll need to have a protocol in place outlining how to do so. Account for the necessary steps here.

**Payment Schedule & Terms:**

Define payment terms, conditions, and schedules here. Be sure to include payment information where necessary.