**SCOPE OF WORK**

To understand the scope of work, let’s create a hypothetical project, nothing too complex but important nonetheless. A wedding is a project, and depending on the bridezilla (or groomzilla), it could be bigger and more complicated than building a highway or an airport. So, let’s just take one aspect of that larger project, the wedding invitations, and break this down into a scope of work. I’ll outline the deliverables, timeline, milestones and reports in this scope of work example.

**Deliverables**

* Invite List
* Addresses of Attendees
* Invites
* Addressed Envelopes
* Stamps

**Timeline**

* Jan. 1 Decided on invite list
* Feb. 1 Have addresses collected of attendees
* March 1 Pick invitation style and have printed
* April 1 Address and mail invites
* May 1 Get final count of guests
* June 1 Wedding

**Milestones**

* Selection of guests and collection of addresses
* Mailing of invitations
* The final count of attendees

**Reports**

* Check on the status of address collection
* Stay in touch with the printer for progress on invitations
* Check RSVPs against the invitation list