# **PROJECT MANAGEMENT SCOPE OF WORK**

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| **Organization** |
| **Project Name** |  |
| **Department** |  |
| **Brand** |  |
| **Product** |  |
| **Contact Info** | **Name** |  |
| **Phone** |  |
| **Email** |  |
| **Mailing Address** |  |
| **Date** | **Author** |

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| **Project** |
| **Introduction** |
| State the project description without requirement details. |
| **Background** |
| Provide the context of the project. State why the project is necessary. |

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| **Current State** |
| Mission |  |
| Technology |  |
| Constraints |  |
| Users/Stakeholders |  |

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| **Goals** |
| Objective |
| **State what the project wants to achieve.** |
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| Business |  |
| Solution |  |
| Technical |  |
| Service |  |
| Security |  |

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| **Scope of Work** |
| What does the project involve? State delivery methods to be used. |
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| **Project Deliverables** |
| What does the project involve? State delivery methods to be used. |
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| **Milestones** |
| **Estimated Delivery Date** | **Project Milestone Title** |
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| **Timeline** |
| State project beginning and end dates and estimated delivery dates for major events. |

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| **Location** |
| State where work will be performed. |

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| **Standard Adherence** |
| State what industry methods will be followed and how compliance will be monitored. |

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| **Requirements** |
| **Project-Specific** |
| Specify the services, products, tasks required for the project. |

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| **Human Resources** |
| **Job Title/Description** | **Skills/Knowledge Required** |
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| **Additional Resources** |
| **Resource Description** |
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| **Vendor Responsibilities** |
| Description of vendor duties |
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| **Client Responsibilities** |
| Description of client duties |
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| **Project Risks** |
| **Known or Perceived?** | **High Level Identified Risks** |
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| **Assumptions** |
| State the requirements for the project to be considered complete. |

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| **Criteria for Completion** |
| State the requirements for the project to be considered complete. |

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| **Change Control Procedure** |
| How will changes to the SoW be done? State the process in this section. |

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| **Client Responsibilities** |
| Description of client duties. |

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| **Contract & Invoice** |
| State the contract terms and frequency of invoice issuance. |

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| **Points of Contact** |
| **Name/Title** | **Contact Information** |
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| **Comments and Approval** |
| **Authorizer Name & Title** |
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| **Comments** |
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| **Date** | **Signature** |