# **IT AND SOFTWARE DEVELOPMENT 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** |
| Project description without requirement details |
| **Background** |
| Provide the context of the project. State why the project is necessary. |

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| **Fee Summary** |
| Phase One | Hours | Total |
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|  |  |  |
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| Phase Two | Hours | Total |
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| **Free Schedule** |
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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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| **Definitions** |
| Provide the meaning of jargon or unique language used in the SoW. |

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| **Services** |
| Service Coordination |
| Agency Responsibilities |
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| Client Responsibilities |
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| **Mutual Responsibilities** |
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| **Deliverable Materials** |
| Provide the meaning of jargon or unique language used in the SoW. |

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| **Project Risks** |
| **Known or Perceived?** | **High Level Identified Risks** |
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| **Criteria for Completion** |
| State the requirements for the project to be considered complete. |

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