|  |  |
| --- | --- |
| Project Definition | Scope of Work Template |
|  | Page 1 of 1 |
| 1.1 Client and Project Information |
| *Name of Client/Organization* | *Name of Project* |
|  |  |
| *Name of Contact Person* | *Project Location* | *Project No.* |
|  |  |  |
| *Contact’s Mailing Address* | *City* | *Province* |
|  |  |  |
| *City* | *Province* | *Postal Code* | *E-mail Address of Contact Person* |
|  |  |  |  |
| *Telephone Number*  | *Ext.* | *Fax Number*  |
|  | ***-*** |  |  | *-* |
| 1.2 Project Description:      |
| 1.3 Architect Selection Process: |
| 1.4 Pre-design work completed to date *(or)* required: |
| 1.5 Timeline of Project: |
| Start Design Work: *, 201**0* | Start Construction: ***201******0*** | Planned Occupancy Date: *, 201**0* |
| 1.6 Approval Requirements: |
| 1.7 Additional Requirements and /or Conditions: |

**Scope of Work**

***General Objective***

* 1. **Project Definition**

**1.2 Description of Project:**

**1.3 Architect Selection Process:**

**1.4 Pre-Design Work completed to date *(or)* required:**

* 1. **TimeLine**

* 1. **Approval Requirements**

**1. 7 Additional Requirements and/or Conditions:**