**STATEMENT OF WORK OUTLINE TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT TITLE |  | | |
| COMPANY NAME |  | **CLIENT** |  |
| PROJECT MANAGER |  | **DATE SUBMITTED** |  |
| AUTHOR |  | **VERSION** | 0.0.0 |
| PROJECT BEGIN DATE |  | **END DATE** |  |

**1.0 INTRODUCTION**

Statement of Work Summary: What does the project work to achieve?

* 1. Background  
       
     What led to the necessity of this project?
  2. Scope of Work

What does the project entail? What are the delivery methods?

1.3 Objectives

What does the project entail? What are the delivery methods?

|  |  |
| --- | --- |
| OBJECTIVE | RATIONALE |
|  |  |
|  |  |
|  |  |
|  |  |

**2.0 TASKS / ACTIVITIES**

|  |  |
| --- | --- |
| TASK # | DESCRIPTION |
| 2.1 |  |
| 2.2 |  |
| 2.3 |  |
| 2.4 |  |

**3.0 SCHEDULE**

State Period of Performance. List Milestones Below.

|  |  |  |
| --- | --- | --- |
| TASK # | DUE DATE | DELIVERABLE DESCRIPTION |
| 3.1 |  |  |
| 3.2 |  |  |
| 3.3 |  |  |
| 3.4 |  |  |
| 3.5 |  |  |
| 3.6 |  |  |
| 3.7 |  |  |
| 3.8 |  |  |

1. **TERMS OF PAYMENT**

4.1 Fee Summary

* 1. Storage, Personnel, Training, Implementation Costs

4.3 Fee Breakdown

|  |  |  |
| --- | --- | --- |
| RATE SCHEDULE | | |
| ESTIMATED COST | **DELIVERY SCHEDULE** | **DESCRIPTION** |
| $500 |  |  |
| $200 |  |  |
| $75 per hr |  |  |
| $500 |  |  |
| PAYMENT TERMS | | |
| COMPLETION DATE | **PAYMENT DUE** | **PHASE / WORK DESCRIPTION** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **PROJECT REQUIREMENTS**

5.1 Agency Responsibilities

5.2 Client Responsibilities

5.3 Mutual Responsibilities

1. **PROJECT RISKS**

|  |  |
| --- | --- |
| PROJECT RISKS | |
| ISSUE / RISK | **MITIGATION / CONTINGENCY** |
|  |  |
|  |  |
|  |  |
|  |  |

1. **STANDARDS AND COMPLIANCE**
   1. Communications Plan
   2. Quality Management Plan
   3. Training Plan
   4. Standard Compliance
   5. Regulatory Compliance
   6. Privacy Adherence
2. **BUSINESS TERMS / CONDITIONS**
   1. Contract Modifications
   2. Confidentiality
   3. Termination
3. **COMMENTS AND APPROVAL**
4. **AUTHORIZATION**

|  |  |  |
| --- | --- | --- |
| AUTHORIZATION | | |
| CLIENT | **SIGNATURE** |  |
| **PRINTED NAME** |  |
| **DATE** |  |
| PROVIDER | **SIGNATURE** |  |
| **PRINTED NAME** |  |
| **DATE** |  |

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