**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11492&utm_source=integrated+content&utm_campaign=/content/scope-of-work-templates-ms-word&utm_medium=Basic+Scope+of+Work+with+Example+Data+doc+11492&lpa=Basic+Scope+of+Work+with+Example+Data+doc+11492&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)BASIC SCOPE OF WORK**

**TEMPLATE WITH EXAMPLE DATA**

|  |  |
| --- | --- |
| **PROJECT NAME** | Electric Vehicle-Charging Station Installations |
| **COMPANY NAME** | Positive Charge |
| **POINT OF CONTACT** | Wendy Williams |
| **PHONE** | 765-876-9876 |
| **EMAIL** | Wendy.Williams@postivecharge.com |
| **COMPANY MAILING ADDRESS** | 9016 NE 186th, Boswell, WA 98011 |
| **PROJECT LOCATION** | (various) U.S., Mexico, Canada |
| **AUTHOR** | Jane Matthews |
| **DATE** | XX/XX/XX |

|  |
| --- |
| SCOPE OF WORK |
| ***What does the project entail? What are the delivery methods?*** |
| Installation of 1,125 EV charging stations at 116 locations across the US, Mexico and Canada to accommodate malls' and service stations' EV-charging needs. Full details of the scope of this work are included in the attached documents, but, broadly, this project will entail the following for 17 unique sites in 3 different countries, and will include: Site Analysis; Infrastructural Planning; Utility Assessment; Integration; Final Prep; and Installation. |

|  |
| --- |
| PROJECT DELIVERABLES |
| ***Note the tangible products / services resulting from this project.*** |
| Installations of 1,125 fully functional and licensed EV charging stations at 116 locations across the US, Mexico and Canada - 1,000 EV charging station in S. California - 100 in Canada - 25 in Mexico (see attached spec for geo-specific locations). |

|  |
| --- |
| **EXCLUSIONS** |
| Positive Charge is not responsible for third-party / client locations preparatory work (e.g., permits for digging, city region electricity-availability logistics, etc.). |
| However, Positive Charge project managers can provide clients with a checklist to ensure their locations are adequately prepared for the installation of our EV charging stations. |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **MILESTONES** | | | |
| **DELIVERY DATE** | **TASK** | **GOODS REQUIRED** | **SERVICES REQUIRED** |
| XX/XX/XX | Form Project Team / Preliminary Review / Scope |  |  |
| XX/XX/XX | Analysis Phase |  |  |
| XX/XX/XX | Control Phase |  |  |
| XX/XX/XX | Project Summary Report and Close Out |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **STAKEHOLDERS** | | | |
| **ID NUMBER** | **NAME & TITLE** | **ROLE / RESPONSIBILITY** |  |
| 78979687 | Janine Remagio – Project Manager |  | |
| 8542342 | David Coen – Chief Engineer |  | |
| 5672334 | Rita Preze – CEO |  | |
| 98712376 | Donald Smythe – Field Engineer |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **ESTIMATED COST** | | | |
| **EXPENSE** | **DESCRIPTION** | | **COST** |
| INTERNAL LABOR | Electro Charge Logistics | | $68,768 |
| EXTERNAL LABOR | Level 1 EVS | | $68,768 |
| MATERIALS | EVS Fast Chargers | | $68,768 |
| SERVICES | Power Conversion System Vendor | | $68,768 |
| OTHER | Third-Party Software | | $68,768 |
|  | | **TOTAL** | $ - |

|  |
| --- |
| **PAYMENT TERMS & CONDITIONS** |
| Next 30 upon project completion. 10% retainage fee. |
|  |
|  |

APPROVAL & COMMENTS

|  |  |
| --- | --- |
| **PROJECT OWNER** | Steph Arjuna |
| **SIGNATURE** |  |
| **DATE** | XX/XX/XX |
| **PROJECT MANAGER** | Rita Stevens |
| **SIGNATURE** |  |
| **DATE** | XX/XX/XX |

COMMENTS

|  |
| --- |
|  |

**BASIC SCOPE OF WORK TEMPLATE**

|  |  |
| --- | --- |
| **PROJECT NAME** |  |
| **COMPANY NAME** |  |
| **POINT OF CONTACT** |  |
| **PHONE** |  |
| **EMAIL** |  |
| **COMPANY MAILING ADDRESS** |  |
| **PROJECT LOCATION** |  |
| **AUTHOR** |  |
| **DATE** |  |

|  |
| --- |
| SCOPE OF WORK |
| ***What does the project entail? What are the delivery methods?*** |
|  |

|  |
| --- |
| PROJECT DELIVERABLES |
| ***Note the tangible products / services resulting from this project.*** |
|  |

|  |
| --- |
| **EXCLUSIONS** |
|  |
|  |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **MILESTONES** | | | |
| **DELIVERY DATE** | **TASK** | **GOODS REQUIRED** | **SERVICES REQUIRED** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **STAKEHOLDERS** | | | |
| **ID NUMBER** | **NAME & TITLE** | **ROLE / RESPONSIBILITY** |  |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **ESTIMATED COST** | | | |
| **EXPENSE** | **DESCRIPTION** | | **COST** |
| INTERNAL LABOR |  | | $ - |
| EXTERNAL LABOR |  | | $ - |
| MATERIALS |  | | $ - |
| SERVICES |  | | $ - |
| OTHER |  | | $ - |
|  | | **TOTAL** | $ - |

|  |
| --- |
| **PAYMENT TERMS & CONDITIONS** |
|  |
|  |
|  |

APPROVAL & COMMENTS

|  |  |
| --- | --- |
| **PROJECT OWNER** |  |
| **SIGNATURE** |  |
| **DATE** |  |
| **PROJECT MANAGER** |  |
| **SIGNATURE** |  |
| **DATE** |  |

COMMENTS

|  |
| --- |
|  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |