**[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=Simple+Scope+of+Work+doc+11492&lpa=Simple+Scope+of+Work+doc+11492&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)SIMPLE 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?*** |
|  |

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| --- |
| PROJECT DELIVERABLES |
| ***Note the tangible products / services resulting from this project.*** |
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| **EXCLUSIONS** |
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| --- | --- | --- | --- |
| **MILESTONES** | | | |
| **DELIVERY DATE** | **TASK** | **GOODS REQUIRED** | **SERVICES REQUIRED** |
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| --- | --- | --- | --- |
| **STAKEHOLDERS** | | | |
| **ID NUMBER** | **NAME & TITLE** | **ROLE / RESPONSIBILITY** |  |
|  |  |  | |
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| --- | --- | --- | --- |
| **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

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