**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11498&utm_source=integrated+content&utm_campaign=/content/scope-of-work-templates&utm_medium=Simple+Scope+of+Work+Template+with+Sample+Text+doc+11498&lpa=Simple+Scope+of+Work+Template+with+Sample+Text+doc+11498&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)SIMPLE 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 |

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| 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. |

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| 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). |

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| **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. |
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| **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 |  |  |

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| **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 |  | |

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| **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** | $ - |

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

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

COMMENTS

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**SIMPLE SCOPE OF WORK TEMPLATE**

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

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| 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** | $ - |

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| **PAYMENT TERMS & CONDITIONS** |
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APPROVAL & COMMENTS

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

COMMENTS

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