**[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=Software+Scope+of+Work+doc+11492&lpa=Software+Scope+of+Work+doc+11492&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)SOFTWARE 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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| SOFTWARE SCOPE OF WORK |
| ***What does the project entail? What are the delivery methods?*** |
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SOFTWARE PROJECT DELIVERABLES

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| **EXCLUSIONS** |
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| **SOFTWARE MILESTONES** | | | |
| **DELIVERY DATE** | **TASK** | **GOODS REQUIRED** | **SERVICES REQUIRED** |
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| **SOFTWARE DEVELOPMENT LIFE CYCLE (SDLC)** | | | | |
| **TASK** | **DESCRIPTION** | | | **COST** |
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| **SOFTWARE REQUIREMENTS GATHERING** | | | | |
| **TASK** | **DESCRIPTION** | | | **COST** |
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| **SOFTWARE DESIGN** | | | | |
| **TASK** | **DESCRIPTION** | | | **COST** |
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| **SOFTWARE DEVELOPMENT** | | | | |
| **TASK** | **DESCRIPTION** | | | **COST** |
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| **CONTINGENCY** | | | 10% | $ - |
| **SOFTWARE TEST AND INTEGRATION** | | | | |
| **TASK** | **DESCRIPTION** | | | **COST** |
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| **CONTINGENCY** | | | 10% | $ - |

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| **SOFTWARE DEPLOYMENT** | | | | |
| **TASK** | **DESCRIPTION** | | | **COST** |
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| **CONTINGENCY** | | | 10% | $ - |
| **SOFTWARE OPERATIONALIZATION AND MAINTENANCE** | | | | |
| **TASK** | **DESCRIPTION** | | | **COST** |
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| **SOFTWARE QUALITY ASSURANCE** | | | | |
| **TASK** | **DESCRIPTION** | | | **COST** |
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| **CONTINGENCY** | | | 10% | $ - |
| **SOFTWARE USER RESEARCH / USER EXPERIENCE (UX) RESEARCH** | | | | |
| **TASK** | **DESCRIPTION** | | | **COST** |
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| **CONTINGENCY** | | | 10% | $ - |

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| **SOFTWARE ROADMAP PLANNING** | | | | |
| **TASK** | **DESCRIPTION** | | | **COST** |
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| **CONTINGENCY** | | | 10% | $ - |
| **SOFTWARE AGILE OR WATERFALL METHODOLOGY CONSIDERATIONS** | | | | |
| **TASK** | **DESCRIPTION** | | | **COST** |
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| **SOFTWARE CUSTOMER SERVICE** | | | | |
| **TASK** | **DESCRIPTION** | | | **COST** |
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| **CONTINGENCY** | | | 10% | $ - |
| **OTHER** | | | | |
| **TASK** | **DESCRIPTION** | | | **COST** |
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| **PAYMENT TERMS & CONDITIONS** |
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APPROVAL & COMMENTS

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

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