**SOFTWARE SCOPE OF WORK TEMPLATE**

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

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

SOFTWARE PROJECT DELIVERABLES

|  |
| --- |
|  |

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

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

|  |
| --- |
| **SOFTWARE DEVELOPMENT LIFE CYCLE (SDLC)**  |
| **TASK** | **DESCRIPTION** | **COST** |
|   |   |  $ -  |
|   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   | **TOTAL** |  $ -  |
| **CONTINGENCY** | 10% |  $ -  |

|  |
| --- |
| **SOFTWARE REQUIREMENTS GATHERING** |
| **TASK** | **DESCRIPTION** | **COST** |
|   |   |  $ -  |
|   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   | **TOTAL** |  $ -  |
| **CONTINGENCY** | 10% |  $ -  |
| **SOFTWARE DESIGN**  |
| **TASK** | **DESCRIPTION** | **COST** |
|   |   |  $ -  |
|   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   | **TOTAL** |  $ -  |
| **CONTINGENCY** | 10% |  $ -  |

|  |
| --- |
| **SOFTWARE DEVELOPMENT**  |
| **TASK** | **DESCRIPTION** | **COST** |
|   |   |  $ -  |
|   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   | **TOTAL** |  $ -  |
| **CONTINGENCY** | 10% |  $ -  |
| **SOFTWARE TEST AND INTEGRATION**  |
| **TASK** | **DESCRIPTION** | **COST** |
|   |   |  $ -  |
|   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   | **TOTAL** |  $ -  |
| **CONTINGENCY** | 10% |  $ -  |

|  |
| --- |
| **SOFTWARE DEPLOYMENT**  |
| **TASK** | **DESCRIPTION** | **COST** |
|   |   |  $ -  |
|   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   | **TOTAL** |  $ -  |
| **CONTINGENCY** | 10% |  $ -  |
| **SOFTWARE OPERATIONALIZATION AND MAINTENANCE**  |
| **TASK** | **DESCRIPTION** | **COST** |
|   |   |  $ -  |
|   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   | **TOTAL** |  $ -  |
| **CONTINGENCY** | 10% |  $ -  |

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

|  |
| --- |
| **SOFTWARE ROADMAP PLANNING**  |
| **TASK** | **DESCRIPTION** | **COST** |
|   |   |  $ -  |
|   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   | **TOTAL** |  $ -  |
| **CONTINGENCY** | 10% |  $ -  |
| **SOFTWARE AGILE OR WATERFALL METHODOLOGY CONSIDERATIONS**  |
| **TASK** | **DESCRIPTION** | **COST** |
|   |   |  $ -  |
|   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   | **TOTAL** |  $ -  |
| **CONTINGENCY** | 10% |  $ -  |

|  |
| --- |
| **SOFTWARE CUSTOMER SERVICE**  |
| **TASK** | **DESCRIPTION** | **COST** |
|   |   |  $ -  |
|   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   | **TOTAL** |  $ -  |
| **CONTINGENCY** | 10% |  $ -  |
| **OTHER**  |
| **TASK** | **DESCRIPTION** | **COST** |
|   |   |  $ -  |
|   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   |   |   |   |  $ -  |
|   | **TOTAL** |  $ -  |
| **CONTINGENCY** | 10% |  $ -  |

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

APPROVAL & COMMENTS

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

|  |
| --- |
| **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. |