

Statement of Work Form Sample

A **Statement of Work Form Sample** clearly outlines project milestones and deliverables, ensuring all parties agree on expectations and timelines. This document helps streamline project management by defining specific tasks and deadlines. Utilizing such a form promotes transparency and accountability throughout the project lifecycle.

1. Project Overview

Project Name: Website Redesign Project

Client: Acme Corporation

Contractor: Web Solutions Inc.

Date: June 10, 2024

2. Project Objectives

- Redesign the corporate website to enhance user experience.
- Implement modern, responsive design principles.
- Ensure compatibility across browsers and devices.

3. Scope of Work

- Project planning and kickoff meeting
- Wireframe and prototype development
- Website design and content integration
- Testing and quality assurance
- Deployment to production environment

4. Project Milestones & Deliverables

Milestone	Deliverable	Due Date	Responsible Party
1. Project Kickoff	Kickoff meeting minutes	2024-06-15	Web Solutions Inc.
2. Wireframes Completed	Approved wireframe documents	2024-06-25	Web Solutions Inc.
3. Design Sign-off	Final UI/UX mockups	2024-07-10	Acme Corporation
4. Content Integration	Website with integrated content	2024-07-25	Web Solutions Inc.
5. Launch & Handover	Live website and documentation	2024-08-01	Web Solutions Inc.

5. Approval & Sign-off

Client Representative: _____

Date: _____

Contractor Representative: _____

Date: _____