Statement of Work (SOW) Template

A **Statement of Work template** outlines project deliverables and milestones clearly, ensuring all parties understand the scope and expectations. It serves as a crucial document to track progress and manage deadlines effectively. Utilizing this template enhances communication and accountability throughout the project lifecycle.

1. Project Overview

Provide a high-level summary of the project, including objectives, stakeholders, and key goals.

2. Scope of Work

- Define the boundaries of the project.
- List tasks and responsibilities.
- Specify what is **in** and **out** of scope.

3. Deliverables

Deliverable	Description	Due Date
Project Plan	Detailed project plan document outlining tasks, resources, and timelines.	2024-07-10
Prototype	Initial version of the product to demonstrate features.	2024-08-01
Final Report	Comprehensive summary and evaluation of project outcomes.	2024-09-15

4. Milestones

1. **Kickoff Meeting:** 2024-06-20
2. **Design Complete:** 2024-07-25
3. **Testing Phase Start:** 2024-08-05
4. **Project Completion:** 2024-09-20

5. Project Management

- Reporting Requirements
- Communication Plan
- Risk Management

6. Acceptance Criteria

Detail how the deliverables will be evaluated and accepted.

7. Signatures

Project Manager: _____ Date: _____

Client Representative: _____ Date: _____