

Detailed Statement of Work Template

This **Detailed Statement of Work Template** provides a comprehensive framework for construction contracts, outlining project scope, deliverables, timelines, and responsibilities. It ensures clear communication and minimizes disputes by specifying all critical aspects of the construction process. Ideal for contractors and clients seeking a structured approach to project management.

1. Project Overview

Project Name:
Location:
Client:
Contract Number:
Date:

Project Description:
[Insert a brief summary of the construction project, objectives, and end goals.]

2. Scope of Work

[Provide a detailed description of the work to be performed, including specific tasks, milestones, and methods. Break down into relevant subsections as needed. Include exclusions if applicable.]

3. Deliverables

Deliverable	Description	Due Date	Responsible Party
[Deliverable 1]	[Description of Deliverable 1]	[Due Date 1]	[Party Responsible]
[Deliverable 2]	[Description of Deliverable 2]	[Due Date 2]	[Party Responsible]

4. Timeline & Schedule

Milestone	Start Date	End Date	Remarks
[Milestone 1]	[Start Date 1]	[End Date 1]	[Notes]
[Milestone 2]	[Start Date 2]	[End Date 2]	[Notes]

5. Roles and Responsibilities

Role	Responsibility	Assigned To
[Project Manager]	[E.g., Oversee overall project execution and team coordination]	[Name/Company]
[Site Supervisor]	[E.g., On-site management and quality assurance]	[Name/Company]

6. Acceptance Criteria

[Define the specific criteria and process for acceptance of completed work. Include references to industry standards, inspection requirements, and sign-off procedures as appropriate.]

7. Payment Terms

[Outline the agreed payment schedule, invoicing requirements, retention clauses, and methods of payment. Specify conditions for payment release and any milestones linked to payment.]

8. Change Management

[Describe the process for requesting and approving changes to the scope, timeline, or budget. Specify required documentation and communication channels.]

9. Risk Management

[Identify key potential risks and outline mitigation strategies to address them. List who is responsible for risk monitoring and response.]

10. Additional Terms & Conditions

[Include any other terms, such as confidentiality, insurance, penalty clauses, compliance with laws, or special requirements relevant to the project.]

11. Sign-Off

Name	Title	Signature	Date
[Client Representative]			
[Contractor Representative]			