

# Project Management Statement of Work Template

A Project Management Statement of Work Template provides a clear framework for defining project objectives, deliverables, and timelines. It ensures all stakeholders understand the project's scope and responsibilities. Using this template helps streamline communication and set expectations effectively.

## 1. Project Overview

**Project Name:**

**Project Manager:**

**Client/Stakeholders:**

**Date:**

**Project Description:**

Briefly describe the purpose, goals, and value of the project.

## 2. Scope Definition

Clearly articulate project scope, including tasks, features, and services provided.

- In-Scope: List specific items included in the project scope.
- Out-of-Scope: List items or deliverables not included.

## 3. Objectives & Deliverables

Objective	Key Deliverables	Acceptance Criteria
[Objective 1]	[Deliverable 1]	[Criteria 1]
[Objective 2]	[Deliverable 2]	[Criteria 2]

## 4. Timeline & Milestones

Milestone	Target Date	Responsible
[Milestone 1]	[Date]	[Person/Team]
[Milestone 2]	[Date]	[Person/Team]

## 5. Roles & Responsibilities

Role	Name	Responsibility
Project Manager	[Name]	[Explain responsibility]
Team Member	[Name]	[Explain responsibility]

## 6. Assumptions & Constraints

- [Assumption 1]
- [Constraint 1]

## 7. Approval & Sign-Off

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed/Approved By: \_\_\_\_\_