

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: _____