

# Statement of Work Form Sample for Software Development Projects

The **Statement of Work Form Sample** for Software Development Projects provides a clear framework to outline project objectives, deliverables, timelines, and responsibilities. This essential document ensures all stakeholders have a mutual understanding, reducing scope creep and miscommunication. Utilizing a well-structured SOW accelerates project planning and enhances execution efficiency.

## Sample Statement of Work (SOW) Form

General Information	
Project Name:	[Insert Project Name]
Prepared by:	[Preparer's Name, Title, Organization]
Date:	[DD/MM/YYYY]
Project Overview	
[Brief description of the project, its goals, and business justification.]	
Section	Details
Scope of Work	[List the features, modules, or components in scope. Specify what is excluded from the scope.]
Deliverables	<ul style="list-style-type: none"><li>[Deliverable 1: Description, due date]</li><li>[Deliverable 2: Description, due date]</li><li>[Deliverable 3: Description, due date]</li></ul>
Milestones & Timeline	<ul style="list-style-type: none"><li>[Milestone 1: Description, completion date]</li><li>[Milestone 2: Description, completion date]</li><li>[Milestone 3: Description, completion date]</li></ul>
Roles & Responsibilities	<ul style="list-style-type: none"><li>[Role 1: Responsibility]</li><li>[Role 2: Responsibility]</li><li>[Role 3: Responsibility]</li></ul>
Assumptions	[List key assumptions impacting the project.]
Constraints	[List project constraints, e.g., technology, budget, deadlines.]
Acceptance Criteria	[Define the conditions required for deliverables to be accepted.]
Sign-off	<p>Client Signature: _____ Date: _____</p> <p>Vendor Signature: _____ Date: _____</p>