Statement of Work (SOW) Template
Software Development Projects

A **Statement of Work template** for software development projects outlines the project scope, deliverables, and timelines, ensuring clear communication between stakeholders. It serves as a foundational document to manage expectations and guide the development process efficiently. Utilizing this template enhances project organization and reduces risks associated with scope creep.

1. Project Overview

Project Name: [Insert Project Name]
Client: [Client/Organization Name]
Prepared By: [Your Name/Company]
Date: [MM/DD/YYYY]

Description:
[Brief summary of the project, objectives, and expected outcomes.]

2. Scope of Work

- Detailed description of features and functionalities to be developed
- Inclusions and exclusions
- Constraints and assumptions

3. Deliverables

Deliverable	Description	Due Date
[Deliverable 1]	[Description of Deliverable 1]	[MM/DD/YYYY]
[Deliverable 2]	[Description of Deliverable 2]	[MM/DD/YYYY]

4. Timeline & Milestones

Milestone	Expected Completion
[Milestone 1]	[MM/DD/YYYY]
[Milestone 2]	[MM/DD/YYYY]

5. Roles & Responsibilities

Role	Organization/Person	Responsibilities
Project Manager	[Name/Team]	[Brief description]
Development Team	[Name/Team]	[Brief description]
Client Stakeholder	[Name/Team]	[Brief description]

6. Acceptance Criteria

- List test cases, benchmarks, or requirements for project acceptance
- [e.g., The software must pass all unit and integration tests]

7. Payment Terms

- [Payment milestones, invoicing schedule, payment methods]

8. Change Management

- [Process for handling scope changes, change requests, and approvals]

9. Confidentiality & Security

- [NDA details, data protection policies, IP ownership]

10. Signatures

Client Representative	Signature	Date
[Name]	_____	_____
Supplier/Developer	Signature	Date
[Name]	_____	_____