Statement of Work (SOW) Template

1. Project Overview

Brief description of the project, its objectives, and high-level background.

2. Scope of Work

- List main deliverables
- List included activities/tasks
- List excluded activities/tasks

3. Project Deliverables

Deliverable	Description	Due Date

4. Schedule & Timeline

Milestone	Planned Date	Notes

5. Roles and Responsibilities

Team Member/Role	Responsibility

6. Assumptions

- List all relevant project assumptions

7. Constraints

- List all known constraints and limitations

8. Acceptance Criteria

- Outline criteria for deliverable/project acceptance

9. Approvals

Name	Title	Signature	Date