

Project Statement of Work (SOW) Outline

Project Title

Enter project title

Project Overview

Provide a short summary of the project

1. Purpose and Objectives

Describe the overall purpose and key objectives of the project.

2. Scope of Work

Outline the tasks, deliverables, and boundaries of the project. Specify what is in and out of scope.

3. Deliverables

List all deliverables and expected outcomes.

4. Timeline & Milestones

Provide the project schedule, key milestones, and deadlines.

5. Roles and Responsibilities

Describe the roles, responsibilities, and contact details for team members and stakeholders.

6. Assumptions

List assumptions made for planning this project.

7. Constraints

List constraints such as time, resources, technology, and budget.

8. Acceptance Criteria

Describe the criteria for deliverable and project approval.

9. Payment Terms

Specify payment structure and schedule.

10. Additional Notes

Add any other important notes or requirements.