

Statement of Work (SOW)

Project Title: _____

Client Name: _____

Consulting Firm: _____

Date: _____

1. Project Overview

Provide a brief summary of the project's purpose and objectives.

Example: This project aims to assist [Client] in optimizing their supply chain operations by analyzing current processes and identifying areas for improvement.

2. Scope of Work

- Task 1: Describe the first major task or deliverable.
- Task 2: Describe the second major task or deliverable.
- Task 3: Describe the third major task or deliverable.

Include or attach additional tasks as required.

3. Deliverables

1. Deliverable 1: Description of expected output.
2. Deliverable 2: Description of expected output.
3. Deliverable 3: Description of expected output.

Add more deliverables if needed.

4. Timeline

Milestone	Description	Due Date
Kickoff	Project initiation and planning	_____
Midpoint Review	Review progress and interim findings	_____
Final Delivery	Submission of final report/presentation	_____

5. Roles and Responsibilities

Party	Role	Responsibility
Consultant	Lead	Project execution, reporting, and deliverables
Client	Stakeholder	Provide data, review deliverables, feedback

6. Assumptions

- Assumption 1: Describe key assumptions for the success of the project.
- Assumption 2: Describe another assumption.

7. Out of Scope

- Item 1: List activities specifically not included.
- Item 2: List another out-of-scope item.

8. Acceptance Criteria

- Criteria 1: Define what constitutes completed work.
- Criteria 2: Define another acceptance measure.

9. Payment Terms

Describe payment terms, billing schedule, and invoicing process.

10. Signatures

Name	Title	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____