

Statement of Work (SOW) Outline

Project Title: _____

Date: _____

Contractor: _____

1. Introduction

Describe the purpose, background, and objectives of the project.

2. Scope of Work

- Describe the specific tasks and deliverables.
- List project phases (if any).
- Include boundaries and limitations.

3. Deliverables

1. Name and description of each deliverable
2. Acceptance criteria for each deliverable

4. Timeline & Schedule

- Project start and end dates
- Key milestones and deadlines

5. Roles & Responsibilities

- Contractor responsibilities
- Client responsibilities
- Other stakeholders

6. Payment Terms

- Payment schedule and milestones
- Accepted payment methods
- Invoicing requirements

7. Assumptions & Constraints

- List assumptions
- List constraints and dependencies

8. Approval & Signatures

Authorized representatives sign and date the SOW.

Client Representative: _____ Date: _____

Contractor Representative: _____ Date: _____