

# Statement of Work (SOW) Outline

Project Title: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

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## 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: \_\_\_\_\_