Statement of Work (SOW) Outline

1. Project Overview

[Brief summary of the project, objectives, and context.]

2. Scope of Work

- List of deliverables
- In-scope tasks and activities
- Out-of-scope items (optional)

3. Project Tasks

1. **Task 1:** [Description of task 1]
2. **Task 2:** [Description of task 2]
3. **Task 3:** [Description of task 3]

4. Milestones & Timeline

- Milestone 1: [Name & Date]
- Milestone 2: [Name & Date]
- Milestone 3: [Name & Date]

5. Roles & Responsibilities

- Project Manager: [Name/Role & Responsibilities]
- Team Member(s): [Names/Roles & Responsibilities]

6. Acceptance Criteria

[Criteria by which deliverables and project tasks will be accepted.]

7. Assumptions & Constraints

- [Assumption 1]
- [Assumption 2]
- [Constraint 1]

8. Approval

Prepared by: _____

Date: _____

Approved by: _____

Date: _____