

Statement of Work (SOW)

Project Name: _____

Date: _____

1. Purpose & Objectives

Briefly describe the purpose of the project and its high-level objectives.

2. Scope of Work

In Scope

- List key deliverables or activities included in this project.

Out of Scope

- Specify what is explicitly NOT included in this SOW.

3. Deliverables & Milestones

Deliverable	Description	Target Date
Example deliverable	Brief description	YYYY-MM-DD

4. Timeline

Provide project start and end dates, and other key milestones.

5. Roles & Responsibilities

Role	Name	Responsibility
Project Manager	_____	Overall project oversight

6. Assumptions & Constraints

- List key assumptions and any constraints impacting the project.

7. Acceptance Criteria

- Define how deliverables will be reviewed and accepted.

8. Approvals

Name	Role	Signature	Date
_____	Client	_____	_____
_____	Contractor	_____	_____