

Detailed Project Statement of Work

Project Title

Client Name

Project Manager

Start Date

End Date

1. Project Overview

Describe the purpose and objectives of the project

2. Scope of Work

Detail the deliverables and boundaries of the project

3. Deliverables

List and describe each deliverable

4. Milestones & Timeline

List key milestones and expected completion dates

5. Responsibilities

Specify roles and responsibilities

6. Assumptions & Constraints

State project assumptions and constraints

7. Acceptance Criteria

Define how deliverables will be accepted

8. Payment Terms

Outline payment structure and schedule

9. Signatures

Client Signature

Date

Project Manager Signature

Date