

Task-Based Statement of Work (SOW)

1. Project Overview

Project Name: _____
Client: _____
Date: _____

Brief summary of the project's purpose and objectives.

2. Scope of Work

Define the specific tasks to be performed and deliverables to be produced.

3. Tasks & Deliverables

Task #	Description	Deliverable	Responsible	Due Date
1	_____	_____	_____	_____
2	_____	_____	_____	_____

4. Schedule

Start Date: _____
End Date: _____

1. Milestone 1: _____
2. Milestone 2: _____
3. Milestone 3: _____

5. Acceptance Criteria

- _____
- _____
- _____

6. Assumptions & Constraints

- _____
- _____
- _____

7. Signatures

Client Representative: _____ Date: _____

Service Provider: _____ Date: _____