

STATEMENT OF WORK

Section 1: Charter

Project Name:

Project Manager:

Date:

Project was requested by ("Project Sponsor or Champion"):

... to address this problem or provide this value to firm ("Business Need"):

-

Section 2: Scope

Project will involve performing these major work activities ("project scope"):

-

...which will produce this outcome at the end of the project ("end-product"):

-

Project will NOT involve these activities ("related, but out of scope"):

-

The end-product will be used by these persons ("users"):

-

Section 3: Cost

The estimated cost to produce this:

Item	Capital	Expense
Totals		
Grand Total		
	hours	
	hours	
	hours	

Section 5: Risk

What needs to happen in order to meet this date (“assumptions”):

-

What could happen that would change these assumptions (“risks”) and what will be done to avoid or mitigate these risks?

Risk	Response

Section 6: Project Team

The following persons will work on this project (“project team”):

Core Team Members	Role

Section 7: Stakeholders

The following persons have a strong interest in the outcome of this project, (“Stakeholders”):

Stakeholder	Interest

These other persons, departments or groups will be impacted by the project:

Person/group	Impact

Section 8: Communication Plan

Person or group	Communication method	Frequency
[Sponsor]		
[Stakeholders]		
[Team members]		

Approvals

Statement of Work Approved by:

(Sponsor's Name and Signature)

Date

(Other Key Stakeholder Name and Signature)

Date