Scope of Work: <enter project name>

**Project Manager:** Click here to enter text.

**Sponsor:** Click here to enter text.

**Deadline:** Click here to enter text.

## Scope of Work

|  |
| --- |
| **Scope Statement** |
|  |
| **Deliverables** |
|  |
| **Exclusions** |
|  |

## Milestones

|  |  |  |
| --- | --- | --- |
| **ID** | **Milestone** | **Completion Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Stakeholders

|  |  |
| --- | --- |
| **Stakeholder** | **Responsibility** |
|  |  |
|  |  |
|  |  |

## Project Cost Estimates

|  |  |  |
| --- | --- | --- |
| **Type** | **Description** | **Cost** |
| Labor – Internal |  |  |
| Labor – External |  |  |
| Materials |  |  |
| Hardware |  |  |
| Software |  |  |
|  | **Total** |  |

## Approvals

**Project Manager:** Click here to enter text. **Date:** Click here to enter text.

**Sponsor:** Click here to enter text. **Date:** Click here to enter text.