Scope of Work Template

Project Manager:

Team:

Sponsor:

Revision History

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| --- | --- | --- | --- |
| **Revision date** | **Revised by** | **Approved by** | **Description of change** |
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**Purpose:**

**Scope:**

 **Major plan activities**

 **Out of scope activities that are critical to the success of the project**

**Deliverables:**

**Cost Estimates**

 **Cost Type Amount**

**Schedule Overview**

 **Estimated Plan Completion Date:**

 **Major Milestones**

 **External Milestones Affecting the Project**

 **Impact of Late Delivery**

**Objectives:**

**Assumptions:**

 **Our Assumptions:**

**Impact if our assumption is incorrect:**

**Stakeholder Analysis**

 **Name & Role Major Responsibility or Contributions**

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**Chain of Command**

**Project Team**