

<Corporate Logo>

<Project Title>
Statement of Work

Author: <author name>
Date: <date>
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PROJECT OVERVIEW

<insert project background and overview here>

PROJECT SCOPE

Stakeholders

Stakeholder Name	Company	Department	Title	Contact Phone

Business Processes Affected

The following businesses are in scope:

- <list business processes>

The following business processes are out of scope:

- <list out of scope business processes>

Systems/Applications

- <list systems/applications>

Assumptions/Constraints

- <list assumptions/constraints>

Risks

- <list high level project risks>

Related Documents

- <Project Request>
- <Cost Benefit Analysis>
- <Other related Project Documents>

APPROACH

<describe the structure of the project team, various review committees, etc. and describe their responsibilities.

Describe how often teams and committees will meet.

Describe any high level technical approach. >

DELIVERABLES

<Describe the work products that will be completed by the project team.

Mention System Development Lifecycle processes or deliverables that must be adhered to.

Describe who is responsible to create, review and accept/signoff each deliverable. >

MILESTONES AND COSTS

<describe high level cost estimates and project milestones>

CHANGE MANAGEMENT

<describe how changes will be analyzed, reviewed and approved>

DELIVERABLE ACCEPTANCE

<describe the process for reviewing and approving deliverables>

ISSUES/RISKS

<describe the process for logging, reviewing and resolving issues and risks.>

APPENDICES

Glossary

Term	Definition