

Simple Statement of Work

A shorter project-work record for a limited engagement. State exactly what will be done and how completion will be recognized.

Project / client: _____	Owner: _____
Version: _____	Date: _____

Objective

What result is needed?

Scope and exclusions

Describe included work and the most important out-of-scope items.

Deliverables

Deliverable	Owner / due date	Acceptance evidence

Timeline and responsibilities

List milestones, owners, and dependencies.

Acceptance and change handling

Describe how the work will be accepted and how changes will be recorded.

Approval

Prepared by / date	Approved by / date