

Statement of Work Template

Define the work, deliverables, responsibilities, dates, and acceptance expectations for one project or engagement. Replace the prompts with your own details.

SOW title: _____	Project name: _____
Client or department: _____	Project manager: _____
Version: _____	Date: _____
Start date: _____	Target completion: _____

Background and objectives

What prompted the work, and what outcome should it produce?

In scope

List the specific work included.

Out of scope

Name meaningful exclusions to avoid ambiguity.

Deliverables and acceptance

Deliverable	Description / owner	Due date	Acceptance criteria

Activities

Activity	Owner	Target date	Output

Milestones

Milestone	Target date	Owner

Roles and responsibilities

Role	Responsibility

Assumptions and dependencies

List what must be true or supplied for the work to proceed.

Schedule and optional cost summary

Record major dates and, if relevant, a high-level cost summary. This is not a purchasing or payment system.

Change handling

State how a proposed change to scope, timing, or deliverables will be documented and reviewed.

Approvals

Prepared by / date	Reviewed by / date	Approved by / date