

SCOPE OF WORK

Name of Company: _____

Project Name: _____

Project Manager: _____

Prepared by: _____

Date: _____

The Scope of Work is the official description of the work that is to be completed during the contract. **The Scope of Work must be consistent with the project timeline.**

PROJECT BACKGROUND AND DESCRIPTION STATEMENT

TASK LIST

Each task has been assigned a number for reference throughout the rest of this document and during the commission of the project.

Task No.	Task	Equipment & Services Needed	Equipment Delivery Date	Reporting Head
1	_____	_____	_____	_____

PROBLEM STATEMENT

By signing below, I verify that I am a representative of the below identified entity and that I have the authority to bind such entity.

Project Approval & Signatures

Project Name:

Project Manager:

The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement among the Project Manager, Project Sponsors and Owners with respect to the objectives and scope of the project before significant resources are committed and expenses incurred.

I have reviewed the information contained in this Project Scope Statement and agree:

Name

Title/Role

Signature

Date