



## [Project Title] Statement of Work

**Project Lead:**

**Project Sponsor:**

**Revision History:**

Revision date	Revised by	Approved by	Description of change

**Purpose:**

**Scope / Major Project Activities:**

- 
- 

**Out-of-scope activities:**

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### Deliverables:

- 

### Schedule Overview / Major Milestones:

- Milestone 1:
- Milestone 2:
- Milestone 3:

### Estimated hours for completion:

*Record the estimated hours to completion here.*

### Estimated date for completion:

*This is your “if all goes well this is when the project will be done” date.*

### Payment Terms