

# Scope of Work Summary

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Project Manager: \_\_\_\_\_

## 1. Project Overview

Provide a brief summary of the project objectives and overall goals.

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## 2. Deliverables

- Deliverable 1: \_\_\_\_\_
- Deliverable 2: \_\_\_\_\_
- Deliverable 3: \_\_\_\_\_
- Deliverable 4: \_\_\_\_\_

## 3. Key Activities

- Activity 1: \_\_\_\_\_
- Activity 2: \_\_\_\_\_
- Activity 3: \_\_\_\_\_
- Activity 4: \_\_\_\_\_

## 4. Roles & Responsibilities

Team Member	Role	Responsibility
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 5. Timeline (Milestones)

Milestone	Due Date
_____	_____
_____	_____
_____	_____

## 6. Exclusions

- Exclusion 1: \_\_\_\_\_
- Exclusion 2: \_\_\_\_\_
- Exclusion 3: \_\_\_\_\_

## 7. Assumptions & Constraints

- Assumption/Constraint 1: \_\_\_\_\_

- Assumption/Constraint 2: \_\_\_\_\_
- Assumption/Constraint 3: \_\_\_\_\_

## **8. Approval**

Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor/Client: \_\_\_\_\_ Date: \_\_\_\_\_