**Project Statement of Work**

|  |  |
| --- | --- |
| **Date Submitted** |  |
| **Project Name** |  |
| **Prepared by** |  |

**1. Description and Scope**

**1.1 Summary of Work Requested and Benefits**

**1.2 Priority**

**2. Major Deliverables/Key Events Anticipated**

|  |  |
| --- | --- |
| **Date** | **Milestone/Event** |
|  |  |
|  |  |
|  |  |
|  |  |

**3. Resource Requirements**

**3.1 Detailed Plan for Resource Assignments**

|  |  |  |
| --- | --- | --- |
| **Person** | **Role** | **Time** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

**3.2 Other Resources (Hardware, Software, Money, etc.)**

**3.3 Expected commitments from other departments or people.**

**4. Risks and Concerns**

**5. Project Completion Criteria**

**6. Outstanding Issues**