Statement of Work for Project Name

Prepared by: Date:

1. **Scope of Work:**

Describe the work to be done to detail. Specify the hardware and software involved and the exact nature of the work.

1. **Location of Work:**

Describe where the work must be performed. Specify the location of hardware and software and where the people must perform the work

1. **Period of Performance:**

Specify when the work is expected to start and end, working hours, number of hours that can be billed per week, where the work must be performed, and related schedule information.

1. **Deliverables Schedule:**

List specific deliverables, describe them in detail, and specify when they are due.

1. **Applicable Standards:**

Specify any company or industry-specific standards that are relevant to performing the work.

1. **Acceptance Criteria:**

Describe how the buyer organization will determine if the work is acceptable.

1. **Special Requirements:**

Specify any special requirements such as hardware or software certifications, minimum degree or experience level of personnel, travel requirements, and so on.