**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11498&utm_source=integrated+content&utm_campaign=/content/scope-of-work-templates&utm_medium=Web+Design+Scope+of+Work+Microsoft+Word+doc+11498&lpa=Web+Design+Scope+of+Work+Microsoft+Word+doc+11498&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)WEB DESIGN SCOPE   
OF WORK TEMPLATE**

PROJECT NAME

SCOPE OF WORK

AUTHOR:

Version: 0.0.0

00/00/0000

| SOW VERSION HISTORY | | | | |
| --- | --- | --- | --- | --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
|  |  |  |  |  |
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CLIENT & PROJECT INFORMATION

|  |  |
| --- | --- |
| **ORGANIZATION** | |
| **CLIENT NAME** |  |
| **CLIENT PHONE** |  |
| **CLIENT EMAIL** |  |
| **CLIENT MAILING ADDRESS** |  |

|  |  |  |
| --- | --- | --- |
| **PROJECT** | | |
| **PROJECT NAME** |  | |
| **CLIENT** |  | |
| **BRAND** |  | |
| **PRODUCT** |  | |
| **BEGIN DATE** | **END DATE** | **PROJECT DURATION** |
|  |  |  |

PROJECT SUMMARY

|  |
| --- |
| ***What Does the Project Work to Achieve?*** |
|  |

SCOPE OF WORK

|  |
| --- |
| ***What Does the Project Entail? What Are the Delivery Methods?*** |
|  |

PROJECT DELIVERABLES

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **DESCRIPTION / LINKS** | |
| **THEME DEVELOPMENT** |  | |
| **DESIGN ELEMENTS** |  | |
| **HOST / DOMAIN SETUP** |  | |
| **FEATURE LIST** |  | |
| **PAGE LIST** |  | |
| **CONTENT INCLUSION** |  | |
| **PLATFORM TESTING** |  | |
| **BETA TESTING** |  | |
| **MILESTONES** | | |
| **EST DELIVERY DATE** | | **PROJECT MILESTONE TITLE** |
|  | |  |
|  | |  |
|  | |  |
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| --- | --- |
| **DELIVERABLES & DELIVERY SCHEDULE** | |
| **DELIVERABLE DESCRIPTION** | **DUE DATE** |
| Contract Finalization |  |
| Design Finalization |  |
| Content Provided by Client |  |
| Site Construction |  |
| Testing |  |
| Revision Implementation |  |
| Client Sign-Off - Beta Site |  |
| Site Deployment |  |
| Client Sign-Off - Final Site |  |
|  |  |
|  |  |
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COST

|  |  |  |
| --- | --- | --- |
| **RATE SCHEDULE** | | |
| **ESTIMATED COST** | **DELIVERY SCHEDULE** | **DESCRIPTION** |
| $500 |  |  |
| $200 |  |  |
| $75 per hour |  |  |
| $500 |  |  |
| **PAYMENT TERMS** | | |
| **COMPLETION DATE** | **PAYMENT DUE** | **PHASE / WORK DESCRIPTION** |
|  |  |  |
|  |  |  |
|  |  |  |
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POINTS OF CONTACT

|  |  |
| --- | --- |
| **NAME / TITLE** | **CONTACT INFORMATION** |
|  |  |
|  |  |
|  |  |
|  |  |

ASSUMPTIONS

|  |
| --- |
| ***List All Made Assumptions*** |
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CHANGE CONTROL PROCEDURE

|  |
| --- |
| ***Describe the Process Used to Implement Changes to the SOW*** |
|  |

AUTHORIZATION

|  |  |
| --- | --- |
| **CLIENT SIGNATURE** |  |
| **CLIENT PRINTED NAME** |  |
| **CLIENT DATE** |  |
| **PROVIDER SIGNATURE** |  |
| **PROVIDER PRINTED NAME** |  |
| **PROVIDER DATE** |  |

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| --- |
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