

# SOCIAL WORK SCOPE OF WORK TEMPLATE

Try Smartsheet for FREE

PROJECT NO.	DATE SUBMITTED
PROJECT OBJECTIVES	

## STEP 1. Project Deliverables

DELIVERABLE NO.	DESCRIPTION

## STEP 2. List of Project Tasks

List all project tasks to be completed, based on the deliverables listed in the previous section. Do not list dates. Add more rows as necessary.

*Alternatively, you can attach your work breakdown structure (WBS) to the scope statement.*

Work breakdown structure (WBS) attached	NO	YES
Provide link, if applicable.		

TASK NO.	DESCRIPTION	FOR DELIVERABLE NO. ... ENTER TASK #

## STEP 3. Out of Scope

This project <b>will NOT accomplish or include</b> the following:	
---	--

#### STEP 4. Project Assumptions

NO.	ASSUMPTION

#### STEP 5. Project Constraints

<b>PROJECT START DATE</b>	
<b>PROJECT END DATE</b>	
<b>LIST ANY HARD DEADLINE(S)</b>	
<b>LIST OTHER DATES / DESCRIPTIONS OF KEY MILESTONES</b>	
<b>BUDGET CONSTRAINTS</b>	
<b>QUALITY OR PERFORMANCE CONSTRAINTS</b>	
<b>EQUIPMENT / PERSONNEL CONSTRAINTS</b>	
<b>REGULATORY CONSTRAINTS</b>	

## STEP 6. Updated Estimates

Estimate the hours required to complete the project.	
--	--

## STEP 7. Approvals

STAKEHOLDER NAME & TITLE	ROLE OF STAKEHOLDER / APPROVER	DATE SUBMITTED FOR APPROVAL	DATE APPROVAL RECEIVED

## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.