

IT SCOPE OF WORK

Project Title:

Project #:

Project Leader:

Sponsor:

Project Risk Level:

Date Prepared:

Start Date:

Completion Date:

TEAM MEMBERS

At a minimum include the core team members

#	NAME/COMPANY	PROJECT ROLE

PROJECT PURPOSE

High-level narrative regarding what this project is expected to accomplish & its benefits

PROJECT TASKS

Divide tasks by sections and enter short description for each task

TASK #	TASK DESCRIPTION

DELIVERABLES

A sampling of key deliverables

DELIVERABLE #	DELIVERABLE DESCRIPTION