PROJECT
SCOPE OF WORK

TYPE PROJECT OVERVIEW HERE! The Project Overview provides a brief summary of the entire Project Description. It may provide a brief history of the events that led to the project, an explanation of why the project needs to be initiated, a description of project intent and identifies the original Project Manager.

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Client Name
IT SPECIALIST & CO

Address
233 Project Road, Willson, 21323 LA

Project Name
Warehouse Management System Implementation

Project Location
Green Bay Warehouse

Date
February 22, 2021

Project Manager
John Doe

PAYMENT TERMS

- ☐ Payment in advance
- ☐ NET 30
- ☐ Line of credit payment
- ☐ Other (write here)

STAKEHOLDERS

Alexandra Popayan	Project Manager - Primarily responsible for the completion of the project
John Doe	PMO - Helps maintain a set of standards and best practices for internal PM
Kyra Middleton	Client representative - Ad Hoc answers and communication with client team
Stakeholder #4	Role #4 - Lorem ipsum dolor sit amet, consectetuer adipiscing elit

TASKS AND SCHEDULE

#1	Install virtual server on premise	25/08/2021
#2	Input of warehouse locations into the system	01/09/2021
#3	Testing of handheld devices in the warehouse	10/09/2021
#4	Testing of data exchange with ERP	12/09/2021
#5	Lorem ipsum dolor sit amet, consectetuer adipiscing elit	18/09/2021
#6	Magna sed pulvinar ultricies purus lectus malesuada libero sit amet	22/09/2021
#7	Lorem ipsum dolor sit amet, consectetuer adipiscing elit	30/10/2021

PROJECT EXCLUSIONS

Exclusions define what you will NOT include. If you write an “exclusive” bid, you must define what you will not provide in your service. The customer can assume that everything else is included. When writing your project scope document, keep the overall style in mind.

COST ESTIMATES

Internal Labour	2,500.00$
External Labour	1,000.00$
Services	24,500.00$
Materials	5,500.00$
Other	500.00$
TOTAL:	34,000.00$