COMMERCIAL CONSTRUCTION SCOPE OF WORK TEMPLATE

PROJECT INFORMATION

PROJECT NO.	PROJECT NAME	DATE SUBMITTED
JOB LOCATION	CLIENT POINT OF CONTACT	PHONE & EMAIL
CONSTRUCTION FIRM	PROJECT MANAGER	PHONE & EMAIL

PROJECT OVERVIEW

PROJECT SUMMARY	
PROJECT OBJECTIVES Describe the high-level goals of the project and how they relate to overall business objectives.	

TIMELINE

DESIGN WORK START DATE	
CONSTRUCTION WORK START DATE	
ESTIMATED COMPLETION DATE	

SCOPE OF WORK

PROJECT DELIVERABLES

Please list all project deliverables and briefly describe each. Add more rows as necessary.

DELIVERABLE NO.	DESCRIPTION	DATE
1		
2		
3		

EXCLUSIONS

Please list the activities that are out of scope or the tasks that you will not complete/provide as outputs of this project.

This project **will NOT accomplish** or **include** the following:

ESTIMATED COSTS

EXPENSE	DESCRIPTION	COST
	TOTAL	

STAKEHOLDERS

NAME & TITLE	ROLE/RESPONSIBILITY	PHONE	EMAIL

APPROVALS

DATE SUBMITTED FOR APPROVAL	STAKEHOLDER NAME, TITLE, & ROLE	DATE APPROVAL RECEIVED	SIGNATURE

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.