

# SOP Template: Scope of Work and Deliverables Definition

This SOP defines the **scope of work and deliverables definition** process, detailing the identification and documentation of project objectives, tasks, milestones, and expected outcomes. It ensures clarity and alignment between stakeholders by specifying project boundaries, responsibilities, timelines, and quality standards, facilitating effective project planning, execution, and delivery.

## 1. Purpose

To establish a structured process for clearly defining the scope of work (SOW) and deliverables for projects, ensuring all stakeholders understand project expectations, deliverables, timelines, and responsibilities.

## 2. Scope

This SOP applies to all project managers, team members, and stakeholders involved in the initiation and planning phases of a project.

## 3. Definitions

- **Scope of Work (SOW):** A detailed description of work to be performed, including boundaries, tasks, and activities.
- **Deliverables:** Tangible or intangible outcomes produced as a result of project work.
- **Milestones:** Key points or events marking significant progress in the project.

## 4. Responsibilities

Role	Responsibility
Project Manager	Leads SOW and deliverables definition; ensures alignment with stakeholders.
Team Members	Provide input on feasibility, resource requirements, and deliverable specifics.
Stakeholders	Review and approve SOW and deliverables document.

## 5. Procedure

1. **Initiate SOW Definition:**
  - Gather initial project requirements and objectives from stakeholders.
  - Identify stakeholders and contributors.
2. **Define Project Scope:**
  - List and describe major tasks, exclusions, boundaries, and constraints.
  - Identify any assumptions or dependencies.
3. **Determine Deliverables:**
  - List all tangible and intangible deliverables.
  - Define acceptance criteria for each deliverable.
4. **Establish Milestones and Timelines:**
  - Define key milestones for tracking progress.
  - Assign timelines for tasks and deliverables.
5. **Assign Roles and Responsibilities:**
  - Specify responsible parties for tasks and deliverables.
6. **Document and Review SOW:**
  - Compile the SOW document including all defined elements.
  - Share with stakeholders for review and feedback.
7. **Approval and Baseline:**
  - Finalize and obtain formal approval from stakeholders.
  - Communicate the baseline SOW to the project team.

## 6. Documentation

- Scope of Work Document
- Deliverables Register
- Milestone List
- Roles and Responsibilities Matrix
- Stakeholder Sign-off Sheet

## 7. Quality Assurance

Periodic reviews will be conducted to ensure the SOW and deliverables definition process is consistently applied and updated as necessary.

## 8. Revision History

Version	Date	Description	Author
1.0	2024-06-13	Initial SOP template release	[Your Name]