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|  | **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 |  | | | | |  | | | | |

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|  | 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 | |  |
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|  |  | | | **TOTAL** |  | | |  | |

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|  | STAKEHOLDERS | | | |  | |
|  | NAME & TITLE | ROLE/RESPONSIBILITY | PHONE | EMAIL |  |
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|  | APPROVALS | | | |  | |
|  | DATE SUBMITTED  FOR APPROVAL | STAKEHOLDER NAME, TITLE, & ROLE | DATE APPROVAL RECEIVED | SIGNATURE |  |
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