**[](https://www.smartsheet.com/try-it?trp=11492&utm_source=integrated+content&utm_campaign=/content/scope-of-work-templates-ms-word&utm_medium=Contractor+Scope+of+Work+doc+11492&lpa=Contractor+Scope+of+Work+doc+11492&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**

**CONTRACTOR SCOPE   
 OF WORK TEMPLATE**

PROJECT NAME

PROJECT ID

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

00/00/0000

| VERSION HISTORY | | | | |
| --- | --- | --- | --- | --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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| --- | --- | --- | --- | --- | --- |
| **PREPARED BY** |  | **TITLE** |  | **DATE** |  |
| **APPROVED BY** |  | **TITLE** |  | **DATE** |  |

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# PROJECT OVERVIEW

## GENERAL INFORMATION

|  |  |
| --- | --- |
| PROJECT OWNER |  |
| PROJECT CONTRACTOR |  |
| PROJECT DESCRIPTION |  |

## LOCATION

|  |  |
| --- | --- |
| PROJECT LOCATION |  |
| LEGAL ADDRESS |  |
| WORK SITE DESCRIPTION |  |

## THE PARTIES

|  |  |
| --- | --- |
| “Contractor” is: |  |
| “Owner” is: |  |
| “Project Owner” is: |  |

# scope of work overview

List all activities that the Contractor shall supply labor, supervision, equipment, tools, materials, testing, installed and consumable materials, and services for:

|  |
| --- |
|  |

# scope of work breakdown

Defined below are the services included in the Work.

## DESIGN AND ENGINEERING

|  |
| --- |
|  |

## PROJECT MANAGEMENT

|  |
| --- |
|  |

## PROCUREMENT / EXPEDITING / LOGISTICS

|  |
| --- |
|  |

## SUBCONTRACTING

|  |
| --- |
|  |

## CONSTRUCTION

|  |
| --- |
|  |

## PARTY RESPONSIBILITIES AND EXCLUSIONS

|  |
| --- |
|  |

## SITE SERVICES AND LOGISTICS

|  |
| --- |
|  |

# SCHEDULE AND MILESTONES

## 4.1 SCHEDULE OVERVIEW

|  |
| --- |
|  |

## 4.2 MILESTONE DATES

|  |  |  |
| --- | --- | --- |
| MILESTONE DESCRIPTION | START DATE | DATE OF COMPLETION |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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# DELIVERABLES

## 5.1 DELIVERABLE OVERVIEW

|  |
| --- |
|  |

## 5.2 DELIVERABLES

|  |  |  |  |
| --- | --- | --- | --- |
| DELIVERABLES | ATTACHMENT | DAYS | STATUS |
| PROJECT EXECUTION PLAN |  |  |  |
| SAFETY PLAN/ENVIRONMENTAL HEALTH AND SAFETY PLAN |  |  |  |
| QUALITY PLAN |  |  |  |
| ENVIRONMENTAL HEALTH AND SAFETY PLAN |  |  |  |
| WORK SCHEDULE |  |  |  |
| SCHEDULE REPORTING MANAGEMENT PLAN |  |  |  |
| ISSUES RESOLUTION LOG |  |  |  |
|  |  |  |  |
|  |  |  |  |

# ENVIRONMENTAL HEALTH AND SAFETY

|  |
| --- |
|  |

# QUALITY

|  |
| --- |
|  |

# ATTACHMENTS

|  |  |
| --- | --- |
| ATTACHMENT NAME | LOCATION / LINK |
|  |  |
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