

WEBSITE PROJECT SCOPE TEMPLATE

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COMPANY NAME	
VERSION	
DATE SUBMITTED	
AUTHOR	

ORGANIZATION	
CLIENT NAME	
CLIENT PHONE	
CLIENT EMAIL	
CLIENT MAILING ADDRESS	

PROJECT		
PROJECT NAME		
CLIENT		
BRAND		
PRODUCT		
BEGIN DATE	END DATE	PROJECT DURATION

SUMMARY <i>What Does the Project Work to Achieve?</i>

SCOPE OF WORK <i>What Does the Project Entail? What Are the Delivery Methods?</i>

PROJECT DELIVERABLES <i>What Does the Project Entail? What Are the Delivery Methods?</i>	
ACTIVITY	DESCRIPTION / LINKS
THEME DEVELOPMENT	
DESIGN ELEMENTS	
HOST / DOMAIN SETUP	
FEATURE LIST	
PAGE LIST	
CONTENT INCLUSION	
PLATFORM TESTING	
BETA TESTING	

MILESTONES	
EST DELIVERY DATE	PROJECT MILESTONE TITLE

DELIVERABLES & DELIVERY SCHEDULE	
DELIVERABLE DATE DUE	DELIVERABLE DESCRIPTION
	Contract Finalization
	Design Finalization
	Content Provided by Client
	Site Construction
	Testing
	Revision Implementation
	Client Sign-Off - Beta Site
	Site Deployment
	Client Sign-Off - Final Site

COST

RATE SCHEDULE		
ESTIMATED COST	DELIVERY SCHEDULE	DESCRIPTION
\$500		
\$200		
\$75 per hr		
\$500		

PAYMENT TERMS

COMPLETION DATE	PAYMENT DUE	PHASE / WORK DESCRIPTION

POINTS OF CONTACT

NAME / TITLE	CONTACT INFORMATION

ASSUMPTIONS *List All Made Assumptions*

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CHANGE CONTROL PROCEDURE *Describe the Process Used to Implement Changes*

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AUTHORIZATION

CLIENT SIGNATURE

CLIENT PRINTED NAME

CLIENT DATE

PROVIDER SIGNATURE

PROVIDER PRINTED NAME

PROVIDER DATE

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