orgwide
custom
learning
solutions

Phase 1: Project Initiation

Statement of Work

DATE: _____

PROJECT NAME: _____

PROJECT SYNOPSIS: _____

AUDIENCE: _____

CONTENT PROVIDED: _____

CLIENT CONTACT(s): _____

PROJECT LEAD: _____

RESOURCES _____

OVERVIEW:

1. **GENERAL DESCRIPTION:**
2. **PROJECT SCOPE/DELIVERABLES:**
3. **TIMELINE:**
4. **RISKS:**
5. **GENERAL METHODOLOGY:**