Scope & Acceptance Worksheet

Project planning draft; not a contract or quote.

Project overview

Company

Project owner

Project name

Work included

Work excluded

Milestones and acceptance

Milestones and deliverables

Scope & Acceptance Worksheet

Project planning draft; not a contract or quote.

Acceptance criteria

Client approver

Schedule requirements

Handoff and support needs

Final scope, pricing, responsibilities and legal terms must be agreed in a signed contract.