**Scope of Work Template**

***Instructions:***Draft a SOW for each person who will work on the design and launch of the new product or service.

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| **The SOW Template**  **Scope of Work for** (name of team member)  **Expected Deliverables:** Describe the deliverables to be produced by the individual during the design and launch period.  Click here to enter text.  **Activities:** Describe the specific activities this person will carry out during the design and launch period.  Click here to enter text.  **Level of Effort (LOE):** Calculate and note the number of days required for this person to undertake his or her assigned responsibilities.  Click here to enter text.  **Dates:** Proposed date on which the team member should begin work and by which the deliverables should be produced.  Click here to enter text. |