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| PROJECT | | | | | |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| SCOPE OF WORK | | | | | | |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
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|  | TYPE PROJECT OVERVIEW HERE! The Project Overview provides a brief summary of the entire Project Description. It may provide a brief history of the events that led to the project, an explanation of why the project needs to be initiated, a description of project intent and identifies the original Project Manager.  Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra. | | | | | | | |  | | Client Name | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | IT SPECIALIST & CO | | | | | | | | | | | | | | | | | | | | | |
|  |  | | Address | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | 233 Project Road, Willson, 21323 LA | | | | | | | | | | | | | | | | | | | | | |
|  |  | | Project Name | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Warehouse Management System Implementation | | | | | | | | | | | | | | | | | | | | | |
|  |  | | Project Location | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | Green Bay Warehouse | | | | | | | | | | | | | | | | | | | | | |
|  | Date |  |  |  |  |  |  |  |  | | Project Manager | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
|  | February 22, 2021 | | | | | | | |  | | John Doe | | | | | | | | | | | | | | | | | | | | | |  | |
|  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
|  | PAYMENT TERMS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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|  |  | Payment in advance | | | |  | NET 30 | |  | |  | | Line of credit payment | | | | | | | | | |  | | Other (write here) | | | | | | | |
|  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
|  | STAKEHOLDERS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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|  | Alexandra Popayan | | | | | Project Manager - Primarily responsible for the completion of the project | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | John Doe | | | | | PMO - Helps maintain a set of standards and best practices for internal PM | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Kyra Middleton | | | | | Client representative - Ad Hoc answers and communication with client team | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Stakeholder #4 | | | | | Role #4 - Lorem ipsum dolor sit amet, consectetuer adipiscing elit | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | TASKS AND SCHEDULE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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|  | #1 | Install virtual server on premise | | | | | | | | | | | | | | | | | | | | | | 25/08/2021 | | | | | | | |  | |
|  | #2 | Input of warehouse locations into the system | | | | | | | | | | | | | | | | | | | | | | 01/09/2021 | | | | | | | |
|  | #3 | Testing of handheld devices in the warehouse | | | | | | | | | | | | | | | | | | | | | | 10/09/2021 | | | | | | | |
|  | #4 | Testing of data exchange with ERP | | | | | | | | | | | | | | | | | | | | | | 12/09/2021 | | | | | | | |
|  | #5 | Lorem ipsum dolor sit amet, consectetuer adipiscing elit | | | | | | | | | | | | | | | | | | | | | | 18/09/2021 | | | | | | | |
|  | #6 | Magna sed pulvinar ultricies purus lectus malesuada libero sit amet | | | | | | | | | | | | | | | | | | | | | | 22/09/2021 | | | | | | | |
|  | #7 | Lorem ipsum dolor sit amet, consectetuer adipiscing elit | | | | | | | | | | | | | | | | | | | | | | 30/10/2021 | | | | | | | |
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|  |  |  | PROJECT | | |  |  |  |  | |  | |  | |  | | COST | | | |  | |  | |  | |  | |  | |  | |
|  |  |  | EXCLUSIONS | | | |  |  |  | |  | |  | |  | | ESTIMATES | | | | | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  | Exclusions define what you will NOT include. If you write an “exclusive” bid, you must define what you will not provide in your service. The customer can assume that everything else is included. When writing your project scope document, keep the overall style in mind. | | | | | | |  | |  | |  | | Internal Labour | | | | | | | | 2,500.00 $ | | | | | |  | |  | |
|  |  |  |  | |  | |  | | External Labour | | | | | | | | 1,000.00 $ | | | | | |  | |
|  |  |  |  | |  | |  | | Service s | | | | | | | | 24,500.00 $ | | | | | |  | |
|  |  |  |  | |  | |  | | Materials | | | | | | | | 5,500.00 $ | | | | | |  | |
|  |  |  |  | |  | |  | | Other | | | | | | | | 500.00 $ | | | | | |  | |
|  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  | |  | |  | | TOTAL: | | | | | | | | 34,000.00 $ | | | | | |  | |
|  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| www.companynamehere.com • 555 West Island Road, Miami , 20980 IL • 555-222111-85952 • info@companyname.com | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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