



Statement of Work (SOW)

A reusable template defining scope, deliverables, acceptance criteria, timeline and commercials for a professional services engagement. Replace all *italic placeholder* text.

Document control	Detail
Client	<i>Client legal name</i>
Project title	<i>e.g. Cisco ASA → Palo Alto NGFW migration</i>
SOW reference / version	<i>SOW-0001 v1.0</i>
Prepared by	Elementary Network Solutions
Date / valid until	<i>DD Mon YYYY / valid 30 days</i>

1 Background & Objectives

Summarise the client's current situation, the business drivers, and the measurable objectives this engagement will achieve.

2 Scope of Work

In scope

- Specific, enumerated activities and systems included.*
- ...

Explicitly out of scope

- Anything a reader might assume is included but is not.*
- ...

3 Deliverables & Acceptance Criteria

#	Deliverable	Acceptance criteria (objective & testable)
D1	<i>e.g. Migrated & validated security policy</i>	<i>e.g. 100% of in-scope apps pass UAT; no Sev-1/2 open</i>
D2	<i>As-built documentation pack</i>	<i>Diagrams + config export delivered & reviewed</i>
D3	<i>Knowledge transfer</i>	<i>KT session completed & recording delivered</i>

4 Timeline & Milestones

Milestone	Description	Target date
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M1	<i>Discovery complete</i>	<i>Week 1</i>
M2	<i>Build & policy translation complete</i>	<i>Week 4</i>
M3	<i>Cutover complete</i>	<i>Week 8</i>
M4	<i>Sign-off & handover</i>	<i>Week 9</i>



5 Responsibilities (Summary)

Detailed responsibilities are captured in the accompanying **RACI Responsibility Matrix**. In summary:

Elementary Network Solutions	Client
<i>Design, build, migrate, validate, document, transfer knowledge.</i>	<i>Access, approvals, change windows, UAT, sign-off.</i>

6 Assumptions & Dependencies

- *Remote access provided by day 1.*
- *Maintenance windows available as scheduled.*
- *Existing licences valid and entitlements available.*

7 Commercials

Item	Detail
Engagement model	<i>Fixed-scope / T&M / retainer</i>
Fees	<i>Currency & amount; milestone billing schedule</i>
Expenses	<i>Remote delivery — none anticipated unless agreed</i>
Payment terms	<i>e.g. 30 days from invoice</i>

8 Change Control

Any change to scope, timeline or cost is documented in a written change request and agreed by both parties before the affected work proceeds. No change is actioned on a verbal instruction alone.

9 Acceptance & Sign-Off

Each deliverable is accepted when it meets the acceptance criteria in section 3. The client confirms acceptance in writing within 5 business days of submission, or provides specific, criteria-based reasons for rejection.

Signed for the Client

Signed for Elementary Network Solutions

Name / Title / Date

Name / Title / Date