



Service Level Agreement/Scope Document Template

Project Title:

Description:

Give a short description of the project.

This also includes high level details for a(n) (analysis, restructuring, support for, etc) that will be the primary driver or methodology used.

Requesting Department(s), Participants and Project Team Members:

List name of stake holders or department contacts.

Estimated Timeline:

Start Date: TBD

Estimated End Date: TBD

Expected Outcomes:

This includes high level details on cost savings, expected deliverables (i.e., reports, recommendations, CBA, RFP, charts),

Identified Issues or Concerns:

What are the potential risks or roadblocks for success?

Resources and tools to be provided by participants:

List all items to be supplied by both parties prior to kickoff.