**Oxygen Thieves**

**STATEMENT OF WORK**

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**THIS STATEMENT OF WORK** (this “**SOW**”) is entered into by and between the undersigned Buyer and Service Provider pursuant to the Project Services Agreement (the “**Agreement**”) governing the following Project: Website Building

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| Project Name:  The Thompson Project |
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**1 Executive Summary**

The Thompson Project is a primary destination for at-risk youth providing mentorship, entertainment clothing and more. However, the project needs to satisfy the current business needs such as Increasing revenue for future expansion, improved publicity, streamlining of volunteer process and improving access to information of the organization.

The business requirements of the Thompson Project will be satisfied by providing technical infrastructure and support via website that contains all processes required to efficiently interact with the organization which will fulfill business needs. Utilization of a content management system, WordPress in our case, will allow for the following content within the site to be streamlined, however not limited to:

* Data storage
* Donation functionality
* General information/ About Us for organizations mission and goals
* Volunteer sign up & training
* Integration of social media platforms to raise publicity and awareness of the organization

**2 Technology/ infrastructure**

* Content Management System – WordPress is the software being used to create the functional website requirement for the client.
* Internet access is a requirement to build and access the site once functional.
* Admin access to team members in order to edit site contents as necessary.
* Database server for information storage.
* Firewall implementation for information security.
* Payment Management System so donations can be made.

**3 Start / Finish Dates**

9/07 - 9/12:

SOW, PC, & PMP

ERD, UFD, & SAD

Peer Evaluations #1 – begin

9/19 - 9/25

Progress Report

Peer Evaluations #1 - Due

UX/UI design & milestone deliverables

9/26 - 10/02

Demo 1 - begin

10/10 - 10/16

Demo 1 - ongoing

10/17 - 10/23

Demo 1 - ongoing

Project Progress Report 1

10/24 - 10/30

Demo 1 – Presentation

Demo 1 Feedback

10/31 - 11/06

Demo 2 – begin

Project Progress Report 2

RTM

11/07 - 11/13

Demo 2 - ongoing

Peer Evaluations #2 - Begin

11/14 - 11/20

Demo 2 – Presentation

Demo 2 Feedback

11/21 - 11/27

Project Finalization

Course Deliverables Finalizations

11/28 - 12/04

Project Finalizations

Course Deliverables Finalizations

In-person Meeting

Peer Evaluations #2 - Due

12/05 - 12/11

Final DEMO

PowerPoint Presentation

Project Management Plan

Final RTM

**4 Milestone Deliverables**

The Thompson Project will be developed in a series of milestones presented in the form of demos. The demos serve the purpose of feedback from the client in order to meet expectations. The construction phase consists of utilizing the CMS technology chosen to implement all site requirements and the client requests. First Demo implements homepage and basic user interactions with the site, while second and third focuses solely on making sure requirements are met all functionality of the site is tested properly functioning.

22 August 2022 (Start Date) – Begin the Inception Phase of the Project. The required documentation will be decided upon and the requirements for the project will be delivered to the development team.

12 September 2022 – Begin the Planning Phase of the Project. The required documentation for the way the system will be constructed will be completed and the basic structure and design of the system will be completed and agreed upon during this period.

26 September 2022 – Begin the Construction Phase of the Project. Work will begin on the first Demo of the website

24 October 2022 – First Demo Presentations will be presented to the client for feedback.

31 October 2022 - Begin work on second demo after receiving feedback from the client.

14 November 2022 – Second Demo Presentations will be presented to the client for feedback.

21 November 2022 – Begin work on the definitive version of the website.

05 December 2022 – Begin the Delivery Phase of the Project. Final presentation of the website to the client with all associated documentation.

**5 Version Control**

Version 1.0 10/23/22 - Demo of basic user interface and site.

Version 1.1 11/06/22 - Changes made given the feedback of client and integration of additional requirements.

Version 2.0 11/14/22 - Updated product that shows advanced user interaction within the site incorporating elements that weren't present prior.

Version 2.1 11/28/22 - Polishing of the product based on client feedback and testing product errors before production.

Version 3.0 (Final Demo) 12/04/22 - final product based on inclusions of client updates and a polishing from subsequent versions.

**6 Assumptions, Constraints, Dependencies**

**6.1 Assumptions**

The projections of this business during and after projection completion are as follows:

* Increased publicity / site usage
* Website will need to be designed with scalability in mind
* Storage of all necessary data providing the statistics for improvement
* Staff and volunteers with no technical background can contribute to site development and modifications.
* Sponsorship/Partner companies trust in the new platform leading to new investment opportunities.
* Design feedback from end users or partners causing innovation within the technical environment.
* Operating expenses moderated to client expectations as expansion and financial data is maintained by the system for easy analysis

**6.2 Constraints**

The Thompson Project potential constraints that could hinder productivity in the project are:

* User Complexity
* Budget
* Time management
* Internet connectivity
* Sever Maintenance
* Security measures and prevention

**6.3 Dependencies**

The system is reliant on the following aspects in order to function properly:

* Internet connection- which is needed to access the site at any time for users and admins.
* Database functionality- For all information to be stored and presented properly, maintenance and upkeep of the database server must be maintained.
* Payment Management System- Upkeep of the PMS server needed to maintain and record all donation transaction from users.
* Sever updates and maintenance are key to keeping the site as responsive as possible and mitigating the threat of a single point of failure by adding redundancy as expansion allows.

**7 Acceptance Criteria**

The technological requirement for the Thompson Project can mitigate all issues presented with its current way of business.

* Automation being a prime use case as the system can store user information with ease through utilization of the backend database server. SQL server will be able to maintain and query relevant data for analysis. For instance, a volunteer signs up or login information. Ease of information provided solving issues of physical upkeep.
* Expansion through exposure to social media platforms and events hosted. The site will be able to allow end users to rsvp to events and keep up to date on all updates the company provides.
* Training provided through our site for volunteers is provided as the site gives relative locations to third party training sites the give the training and allows for user to upload certificate of completion for analysis in company database.
* Donations that occur will happen through our PMS system which presents the user with a form to fill out with relative payment information the user will fill out. Completion of the form sends funds directly to the business account and saves transaction history in case of issues.
* Implementation of next gen firewall software can decrease the concern of security breaches as end users' information will be protected, and measures put in place to alert if security issues arise.
* Users and sponsors have quick access to ask questions about the organization through our contact us page on the site. This page presents a form for the user to input contact information for any concerns or comments that get sent directly to client and staff email.