

SOW

BTL

Statement of work

Innovation Navigator 2023 upgrades – pt2



DOCUMENT DETAILS:

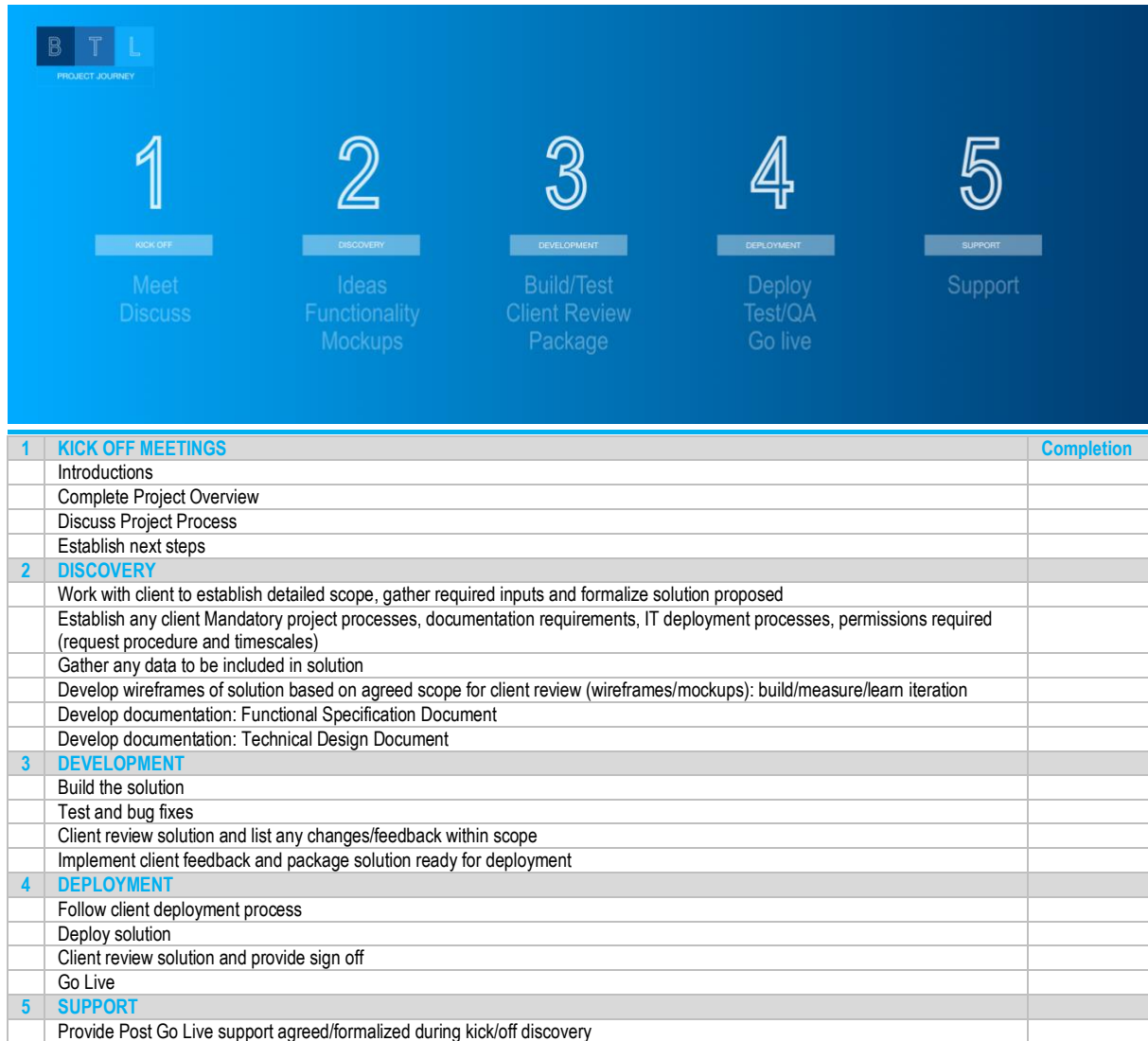
Project	Innovation Navigator 2023 upgrades – pt2
Version:	V0.1
Company	Blurthelines limited 14 Liberty House Guildford street KT169GU
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	As authorized signatory for BlurTheLines limited I agree to the terms set out within The underlying document:
BTL Signature:	
Client Name	Anke Van Klooster – anke.van-t-klooster@unilever.com
Signature	

DOCUMENT CONTENTS:

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3	Solution Overview	What is the proposed technical solution?	5
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1. Project Process

How will the project be delivered and the process BTL follow:



2. Project Overview

CLIENT DETAILS:

List of primary contacts for the project

nr	Name	Role	Email
1	Anke van Klooster	Budget Owner	anke.van-t-klooster@unilever.com
2	Madhu Garg	Project Contact	Madhu.garg@unilever.com
3	n/a	Knowledge Transfer Contact	

SUMMARY:

Quick glance summary

nr	Title	Answer
1	Client Budget Range	n/a
2	Timeframe	4-6 weeks from agreed start date
3	Key Deliverable	Upgrades to Innovation Navigator as per client requirements
4	Comms Support	n/a
5	Post Go-live Support	n/a

CURRENT SOLUTION:

Is there an existing solution in place

nr	Description
1	Yes – Application is currently in Prod. Scope of this work is make client requested upgrades

TARGET AUDIENCE:

Who are the consumers we are targeting

nr	Description	Priority
1	R&D users of the Innovation Navigator application	HIGH

BACKGROUND:

Summary of project

nr	Description
1	To make changes to functionality of certain areas of the application as defined by the business owner

PROBLEMS:

List the top current problems/issues

nr	Description	Priority
1	Business owner has defined various areas they would like to make improvements/changes	LOW

3. Solution Overview

PROPOSITION:

Statement that explains what solution offers to target audience

nr	Description	Priority
1	Implement the changes requested	

SOLUTION:

How this solution addresses each problem

nr	Solution	Priority
1	Implement the changes requested	

KEY METRICS:

How will we measure success of project?

nr	Role	Description	Priority
1		Make changes and deploy to QA for client feedback and approval	
2		Schedule RFC and deploy to PROD	

CONSIDERATIONS:

To be considered in solution

nr	Description
1	SOW does not include costing in case Medium release/Major release is requested by Unilever
2	SOW does include cost for Minor release cost
3	
4	
5	

4. High Level Cost Estimate:

COST STRUCTURE/DELIVERABLES SUMMARY:

Initial budget range to produce the solution detailed. Detailed cost is established upon completion of discovery phase or upon receipt of details Functional Specification document from client

			Cost Estimate
	KICK OFF MEETINGS	completed	
1	DISCOVERY	1 x £450.00	£450.00
2	DEVELOPMENT	12 x £300.00 (£3600.00) + 12.5 x £450.00 (£5625)	£9225.00
3	DEPLOYMENT (minor release cycle and documentation)	1.5 x £450.00	£675.00
4	SUPPORT	10 x £350.00	£3500.00
	Total (not incl of VAT)		£13 850.00
	Total (incl VAT @ 20%)		£16620.00

5. Deliverables:

HIGH LEVEL TASK BREAKDOWN:

Details of tasks implied by cost structure/deliverables

Nr	Description	Status	Weighting
	DISCOVERY		1
1	Concept design: rebuild homepage Concept design support: create mockup for new homepage based on scope defined by Unilever	Actionable now	1
	DEVELOPMENT		24.5
2	PERFORMANCE IMPROVEMENTS:		
	- Backend: Update packages, server versions, vendor libraries to latest versions	Actionable now	2
	- Backend: rebuild API to improve search performance and loading times	Actionable now	2
	- Search – rebuild search for performance improvements (tools)	Actionable now	2
	- Search – rebuild search for performance improvements (journeys)	Actionable now	2
	- Templating: update template engine	Actionable now	2
	- Front end: implement new api for performance improvements	Actionable now	3
	- Update pages with new bootstrap (v5) framework	Actionable now	2
3	TOOL EDIT PAGE:		
	- Ability to archive tool	Actionable now	1
	- Page: show page to users when a tool has been archived and they are trying to access the link	Actionable now	1
4	TOOL PAGE REDESIGN		
	- Archive ability: tools can be archived	Actionable now	1
5	JOURNEY PAGE REDESIGN:		
	- Ability to archive journey	Actionable now	1
	- Page: show page to users when a journey has been archived and they are trying to access the link	Actionable now	1
6	ADMIN PAGES: ARCHIVE FOR JOURNEYS AND TOOLS		
	- Contact checker download added to downloads page	Actionable now	1
7	ADMIN BACKEND CHANGES:		
	- Admin quality checks: azure function to check: Contacts that have left the business and provide a downloadable list on downloads page so admin can attend to replacing these contacts	Actionable now	1.5
	- Admin azure function: check users favorites to remove tools and journeys that no longer exist in the database.	Actionable now	2
	DEPLOYMENT		1.5
8	QA deployment, Client review changes, and testing (Minor Release)	Actionable now	1
9	Prod deployment (minor release): RFC, release documentation, test script, deployment, testing	Actionable now	0.5
	YEAR SUPPORT		10
10	HELPDESK QUEUE FIXES 2023. Current support fixes have used its allocation (17 incidents attended and only 12 budgeted for)	Actionable now	10