

SOW



BTL

Statement of work

Buyers Console application v1.6



DOCUMENT DETAILS:

Project	Buyers console application v1.6
Version:	V1.6
Company	Blurthelines limited 14 Liberty House Guildford street KT169GU
Vendor	Unilever Vendor nr: 0009824689 Unilever Velocity global vendor code: 0051132931
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Date:	05.05.2023
	As authorized signatory for BlurTheLines limited I agree to the terms set out within The underlying document:
BTL Signature:	DocuSigned by:  F9A0BE494571477
Client Name	Unilever Procurement IT Team – Minal.Dadlani@unilever.com
Signature	DocuSigned by:  2E99A9C05F0149E...

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1. Project Process

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



1	KICK OFF MEETINGS	Completion
	Introductions	
	Complete Project Overview	
	Discuss Project Process	
	Establish next steps	
2	DISCOVERY	
	Work with client to establish detailed scope, gather required inputs and formalize solution proposed	
	Establish any client Mandatory project processes, documentation requirements, IT deployment processes, permissions required (request procedure and timescales)	
	Gather any data to be included in solution	
	Develop wireframes of solution based on agreed scope for client review (wireframes/mockups): build/measure/learn iteration	
	Develop documentation: Functional Specification Document	
	Develop documentation: Technical Design Document	
3	DEVELOPMENT	
	Build the solution	
	Test and bug fixes	
	Client review solution and list any changes/feedback within scope	
	Implement client feedback and package solution ready for deployment	
4	DEPLOYMENT	
	Follow client deployment process	
	Deploy solution	
	Client review solution and provide sign off	
	Go Live	
5	SUPPORT	
	Provide Post Go Live support agreed/formalized during kick/off discovery	



2. Project Overview

CLIENT DETAILS:

List of primary contacts for the project

nr	Name	Role	Email
1	Halilintar Ramadhan	Business Contact	Halilintar.ramadhan@unilever.com
2	Minal Dadlani	IT Contact	Minal.Dadlani@unilever.com

SUMMARY:

Quick glance summary

nr	Title	Answer
1	Client Budget Range	Not yet provided
2	Timeframe	4 weeks from start date
3	Key Deliverable	To create version v1.6 of the Buyers console
4	Comms Support	There is no brand comm oversight for this project. Decisions regards approval are from the team itself
5	Post Go-live Support	n/a

CURRENT SOLUTION:

Is there an existing solution in place

nr	Description
2	The application link is: https://buyersconsole.unilever.com

TARGET AUDIENCE:

Who are the consumers we are targeting

nr	Description	Priority
1	Unilever Procurement	HIGH

BACKGROUND:

Summary of project

nr	Description
1	To provide key upgrades to v1.6 of the Buyers console based on client requirement



PROBLEMS:

List the top current problems/issues

nr	Description	Priority
1	Leadership user should have a specific view of the various products on the site	HIGH
2	Tweaks to improve usability	MEDIUM
3		
4		
5		



3. Solution Overview

PROPOSITION:

Statement that explains solution pathway

nr	Description	Priority
	- Build leadership view of application with ability for admin to set appropriate products	
	- Build Tweaks and changes requested	

SOLUTION:

What is the basic solution technology stack to be used

nr	Solution	Priority
1	Nodejs application	
2	Azure cosmos database	
3	Express.js page templating	
4	Server side: typescript	
5	Bootstrap framework	
6	Client side JavaScript	

KEY METRICS:

How will we measure success of project?

nr	Role	Description	Priority
1		Implementation of the requirements will be tested on QA site by client with required approvals prior to release to PROD site	

CHANNELS:

How will we promote the solution?

nr	Description	Priority
1	n/a	

CONSIDERATIONS:

To be considered in solution

nr	Description
1	TIMELINE DEPENDENCIES: - Should delays be incurred by client the timelines will be adjusted accordingly.
2	INVOICING: - If invoicing payment terms of client are 30 days: payment will be upon completion of each phase as listed below - If invoicing payment terms of client are 90 days: we will require 50% payment upon start of project.



4. High Level Cost Estimate:

PROJECT DEMAND ID:

Demand ID: 6981

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.

PAYMENT TERMS:

- Payment Terms are 30 days from the date of invoice.
- If the project duration is greater than 1month BTL will invoice at the end of each calendar month based on the accumulation of services delivered (manpower consumed during the month) OR at the completion of milestones listed below (1-5), whichever is achieved first.

	Deliverables	Duration	Initial Estimate Timeline	Cost Estimate
1	KICK OFF MEETINGS	completed		n/a
2	Leadership team view: - admin/users - product page - product edit page - search updates - home page	6 days	Dependent on PO approval	£ 2700
3	Product Edit: anyone who is added as a contact can be set to edit the product page or not (toggle to set edit or not): - Product page permissions - Product page update contacts - Route updates	2 days	Dependent on PO approval	£ 900
4	Top nav search on the product page	3 days	Dependent on PO approval	£ 1350
5	Product search API: phrase search as opposed whole words	1 day	Dependent on PO approval	£ 450
6	Share Products via Microsoft teams.	3 days	Dependent on PO approval	£ 1350
7	Journeys feature: discovery phase	2 days	Dependent on PO approval	£ 900
8	Notifications:	n/a	Parked for later development	
9	Deployment to QA and Client review tasks	2 days	Dependent on PO approval	£ 900
10	Release management: - Documentation updates (FSD, TDD, SD) - Release management	1 day	Dependent on PO approval	£ 450
11	GO LIVE		Dependent on PO approval	
12	PGLS: REGRESSION TESTING AUTOMATION:		Unilever to provide	(not included)
	Total (not included VAT @ UK 20%)	20 days		£ 9000.00



5. Deliverables:

HIGH LEVEL TASK BREAKDOWN:
Details of tasks implied by cost structure/deliverables

- See High level cost estimate for table with deliverables.