**Scope of Work**

*In-scope services:*

**Project management:**

One of our specialists will be assigned as project manager and will meet with a representative of the client and will stay with them until project completion to assure accuracy and efficiency.

**They will conduct the following activities:**

* Discuss project and what resources it will entail and what will be done
* Document progress with the on-going project
* Updating about the project status
* Scheduling more in depth meetings on Friday on what happened during the week
* Proceed to close the project on project’s completion

**Implementing stage:**

Basic server and network infrastructure installation

We will be conducting and installing computer infrastructure of the client’s company. Hardware will be provided and the computers will have Windows 10 Pro installed on them except for a file server which will be hosted on Ubuntu linux. The network will consist of computers for all employees that will be installed and set up for the suited environment. Pfsense will be used on the router to ensure firewall and to minimize attack surface. The file server will not be connected to the outside internet and all connections will be done on the internal network. We will also be training the client on proper computer and network usage, along with proper computer and cyber security according to the SOP that will be made and provided.

* Set up, computers, keyboards, monitors, and mice for designated employees
* Install router and connect all the computers into it
* Install operating systems
* Provision computers with administrator and employee accounts with settings needed and installing email, recovery agent, and data recovery applications
* Provide training on what we did and inform employees of proper usage
* Provide basic cyber security training to employees on how to keep the network secure.
* Distribute provided SOPs.