DeltaStack SOW

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Statement of Work (SOW)

Delta Stack

Collaborative Web & Mobile Development Collective

Prepared by: Delta Stack

Contents

1. Introduction

Delta Stack is a distinguished collective of seasoned freelance professionals dedicated to delivering comprehensive web and mobile application solutions. This Statement of Work (SOW) provides a generic, adaptable framework that highlights our team's expertise, capabilities, and service offerings, designed to be linked with the Delta Stack portfolio. It serves as a customizable template for prospective engagements.

1.1 Purpose

- Outline the scope, deliverables, processes, and timelines of Delta Stack's services.
- Offer a standardized template, extensible with project-specific details and linked to the Delta Stack portfolio (DeltaStack Portfolio).

2. Executive Summary & Objectives

2.1 Service Objective

To design, develop, test, and deploy production-ready digital products (web, mobile, or hybrid) that meet functional requirements, performance standards, and usability expectations.

2.2 Primary Objectives

- Deliver validated products meeting agreed success metrics.
- Ensure maintainable, well-documented code and operational readiness.
- Facilitate a seamless handover with optional ongoing support.
- Provide accelerated delivery, cost-effective scaling, and collaborative expertise.

2.3 Usage Guidelines

This SOW serves as a foundational template for Delta Stack engagements. It is intentionally generic to accommodate a wide range of projects. To adapt it for a specific project:

- Append project-specific addenda, such as detailed feature lists, customized acceptance criteria, and tailored pricing details.

- Link to the Delta Stack portfolio for in-depth information on team profiles, past projects, and capabilities.

- Negotiate and finalize elements like timelines, deliverables, and payment terms based on the unique requirements of each project and client.

- Use this document as a starting point for discussions, ensuring all parties align on customizations before proceeding to a binding agreement.

3. Scope of Services

Delta Stack consolidates its offerings into four strategic pillars. Each pillar is structured with a clear purpose, key activities, and deliverables for enhanced readability and understanding.

3.1 Strategy & Discovery

Purpose:
Validate the problem space, define the project scope, and establish a prioritized delivery plan to ensure alignment and feasibility from the outset.

Key Activities:

- Conduct stakeholder interviews and alignment workshops to gather insights.
- Define product scope, including problem statement, user personas, and key user journeys.
- Develop a prioritized backlog with user stories and acceptance criteria.
- Provide a high-level architecture sketch and feasibility assessment.

Deliverables:

- Comprehensive requirements summary.
- Prioritized backlog of user stories.
- High-level architecture sketch.
- Sprint roadmap.

- Defined acceptance criteria.

3.2 Product Design & UX

Purpose:
Transform validated requirements into accessible, intuitive, and user-friendly product interfaces that enhance user experience and meet design standards.

Key Activities:

- Create low- and mid-fidelity wireframes for core user flows.
- Develop high-fidelity UI screens and an interactive prototype.
- Establish a design system starter kit, including colors, typography, components, and tokens, with a developer handoff package.
- Conduct optional usability testing, including test plans and iteration based on findings.

Deliverables:

- Low- and mid-fidelity wireframes.
- High-fidelity UI screens.
- Interactive prototype.
- Design system starter kit.
- Usability test report (if included in scope).

3.3 Engineering & Integrations

Purpose:
Implement robust, production-grade frontends, backends, and optional mobile applications, integrated with third-party services to ensure seamless functionality.

Key Activities:

- Develop responsive web apps or PWAs using frameworks like React, Vue, or Angular, including component libraries, routing, authentication, forms, and state management.
- Design and implement APIs (using OpenAPI specifications) with backend technologies such as ASP.NET Core or Node.js, including database schemas, migrations, and authentication/authorization.
- Build optional cross-platform mobile apps using React Native or Xamarin, with native build pipelines and distribution configurations.

- Integrate third-party services, such as payment gateways, shipping providers, CRMs, analytics tools, webhooks, and other connectors.

Deliverables:

- Production-ready codebases for frontend, backend, and mobile (as applicable).
- API documentation (e.g., OpenAPI/Swagger).
- Integration specifications and configurations.
- Deployment notes and guidelines.
- Sample data scripts for testing and setup.

3.4 Quality, DevOps & Post-Launch

Purpose:
Ensure the product's reliability, security, and scalability through rigorous testing, automated deployments, and post-launch support options.

Key Activities:

- Develop a test strategy encompassing unit, integration, and end-to-end smoke tests, with comprehensive reports.
- Set up CI/CD pipelines, including build/test automation, containerization (e.g., Docker), and staging deployments.
- Perform performance optimizations and security checks (e.g., OWASP basics, load testing).
- Offer post-launch services, such as monthly maintenance retainers, emergency support, and ongoing roadmap planning.

Deliverables:

- Test matrix and detailed reports.
- CI/CD pipeline configurations.
- Deployment runbook.
- Health check reports (monthly, if retainer is scoped).

4. Team Summary

The Delta Stack collective comprises experienced professionals with diverse expertise. Below is a summary of core team members:

Name	Role	Expertise
Abdelaziz Emad	Business Analyst & Point of Contact	Agile, Angular, React, .NET Core
Menna Magdy	Senior Mobile Developer	React Native, Xamarin
Mohamed Fathy	Senior .NET Developer	C#, ASP.NET Core, Docker
George Wassfy	Senior Product Designer	UI/UX (Figma, Adobe XD), user research
Ahmed Shoieb	Junior Frontend Developer	React.js, Next.js, Angular
Kareem Khairy	Junior Full Stack Developer	Angular, ASP.NET Core, SQL Server
Ahmed Hassan	Senior Frontend Developer	Angular, Vue.js, REST APIs, Tailwind

5. Deliverables & Acceptance Criteria

5.1 Deliverable Categories

1. Discovery artifacts: Requirements summary, backlog, architecture sketch.
2. Design artifacts: Wireframes, high-fidelity screens, prototype, design tokens.
3. Engineering artifacts: Source code repositories, API documentation, database migrations, CI/CD configurations.
4. Quality & operations: Test reports, release notes, deployment runbook, monitoring baseline.

5.2 Acceptance Criteria

- Each deliverable includes specific acceptance criteria documented in the backlog or milestone document.

- Review of milestone deliveries is expected within 5 business days with consolidated feedback.

- All deliverables must be accepted in writing (email confirmation suffices) to be considered approved.

- Items failing acceptance will be logged as defects and remediated within agreed sprint capacity or via a change order for out-of-scope work.

6. Project Phases & Timeline

Note: Timelines are illustrative and highly negotiable, tailored to each project's scope, complexity, and client requirements.

6.1 Phases

1. Kickoff & Discovery: 1–3 weeks
2. Design & Prototyping: 2–4 weeks
3. Iterative Development (sprints): 8–16 weeks (scope-dependent)
4. Testing, Staging & Launch: 2–4 weeks
5. Handover & Closeout: 1 week

6.2 Timeline

Typical duration for medium projects: 12–28 weeks (subject to scope, negotiation, and project specifics).

7. Pricing, Payment Terms & Change Control

Note: Pricing, payment terms, and related structures are fully negotiable and customized based on each client and project specifics.

7.1 Pricing Models

- Time & Materials (T&M): Hourly rates with monthly invoices.

- Fixed Price: Milestone-based with defined deliverables and payment schedule.

- Hybrid: Fixed for Discovery & Design, T&M for implementation.

7.2 Payment Terms (Illustrative)

- 25% Deposit (contract signing)

- 25% On design acceptance

- 30% On delivery of core features

- 20% On production launch & sign-off

Invoices: Payable within 14 days. Third-party costs (e.g., licensed tools, APIs, app store fees) invoiced separately.

7.3 Change Control

All scope changes require a written change request with cost and schedule impact. Work commences only after mutual sign-off.

8. Assumptions, Risks & Mitigation

8.1 Assumptions

- Access to required resources (e.g., stakeholders, APIs, assets) is provided.

- Decisions requested by Delta Stack are provided within 3 business days.

- Third-party accounts (e.g., payments, analytics) are managed unless otherwise agreed.

8.2 Risks & Mitigation

- Resource availability: Mitigated through cross-coverage and early resourcing confirmation.

- External integration delays: Identified and escalated early; mocked/stubbed during development.

- Scope creep: Managed via prioritized backlog and signed change requests.

9. Terms, IP & Confidentiality

- **Intellectual Property:** Deliverables and source code transfer under the agreed license upon final payment.
- **Confidentiality:** An NDA will be executed where necessary. Delta Stack may display non-confidential portfolio highlights unless restricted by contract.
- **Governing Law & Dispute Resolution:** To be agreed in the master services agreement.

10. Contact Information

Delta Stack – Commercial Contact

Name: Abdelaziz Emad

Role: Business Analyst & Point of Contact

Email: deltastack@gmail.com

Phone/WhatsApp: +20 115 909 2726