Statement of Work (SOW)

Project Name: Power BI Dashboard for Warehouse Volume Tracking
Client: NewLogistic
Service Provider: Globant

1. Our Understanding

a. Business Objective
The objective of this project is to design and implement a Power BI dashboard to track daily parcel volumes in NewLogistic's warehouses, including incoming and outgoing parcels. The dashboard will also compare these volumes with the previous week's data and correlate them with weekly labor and transport costs. This will enable NewLogistic to make data-driven decisions to optimize operations and costs.

b. Roadmap
The roadmap includes the following key milestones:
- **Requirement Gathering and Analysis:** Understand the data sources, KPIs, and reporting needs.
- **Design Phase:** Create a high-level architecture and detailed design for the dashboard.
- **Development Phase:** Build the dashboard in iterative sprints.
- **Testing Phase:** Conduct rigorous testing to ensure data accuracy and usability.
- **Deployment and Rollout:** Deploy the dashboard to production and provide training to end-users.

2. Project Management Methodology

a. Agile Methodology
The project will follow the Agile methodology to ensure flexibility and iterative progress. The project will be divided into sprints, each lasting two weeks.

b. Detailed Design/Mobilization
- Conduct workshops with stakeholders to finalize requirements.
- Prepare a detailed design document, including data flow diagrams and mockups.

c. Development/Sprint Cycle
- Sprint planning will be conducted at the beginning of each sprint.
- Each sprint will include development, testing, and review phases.

3. Implementation

a. Project Scope Overview
The project scope includes the following components:
- Data Integration: Extract data from warehouse management systems, labor cost systems, and transport cost systems.
- Data Transformation: Clean and transform the data for reporting purposes.
- Dashboard Development: Create interactive visualizations in Power BI.

- Deployment: Publish the dashboard and provide access to stakeholders.

b. **Detailed Scope Breakdown**

Area	Sub-Area	Owner	Description
Data Integration	Incoming Volumes	Globant	Extract data on incoming parcels from the warehouse system.
Data Integration	Outgoing Volumes	Globant	Extract data on outgoing parcels from the warehouse system.
Data Integration	Labor Costs	NewLogistic	Provide weekly labor cost data.
Data Integration	Transport Cost	NewLogistic	Provide weekly transport cost data.
Dashboard Design	Visualizations	Globant	Create charts and tables to display parcel volumes and cost comparisons.
Deployment	User Access	Globant/ NewLogistic	Publish the dashboard and provide access to stakeholders.

c. **Assumptions and Considerations**
- Data will be provided in a structured format (e.g., CSV, Excel, or database).
- NewLogistic will provide access to all necessary systems and data sources.
- The dashboard will be hosted on Power BI Service.

d. **Scope and Detailed Design**
A detailed design document will be prepared, including:
- Data flow diagrams.
- Mockups of the dashboard.
- List of KPIs and metrics to be tracked.

e. **Build and Test**
- Develop the dashboard in Power BI.
- Conduct unit testing, integration testing, and user acceptance testing (UAT).

f. **Deployment and Rollout**
- Deploy the dashboard to Power BI Service.
- Provide training to end-users on how to use the dashboard.

4. Services and Responsibilities

a. **Globant Responsibilities**
- Develop the Power BI dashboard.
- Conduct testing and ensure data accuracy.
- Provide training to NewLogistic's team.

b. **NewLogistic Responsibilities**
- Provide access to data sources.
- Validate the dashboard during UAT.
- Ensure end-users are available for training.

5. Timelines

a. **High-Level Schedule**

Phase	Start Date	End Date	Duration
Requirement Gathering	01-Nov-2023	07-Nov-2023	1 Week
Design Phase	08-Nov-2023	14-Nov-2023	1 Week
Development Phase	15-Nov-2023	12-Dec-2023	4 Weeks
Testing Phase	13-Dec-2023	19-Dec-2023	1 Week
Deployment and Rollout	20-Dec-2023	22-Dec-2023	3 Days

b. **Indicative Schedule**
  - Sprint 1: Data Integration (15-Nov-2023 to 28-Nov-2023).
  - Sprint 2: Dashboard Development (29-Nov-2023 to 12-Dec-2023).

6. Deliverables

Deliverable	Acceptance Criteria
Data Integration Scripts	Scripts should extract and transform data accurately.
Power BI Dashboard	Dashboard should display all KPIs and visualizations as per the design document.
Training Documentation	Documentation should include step-by-step instructions for using the dashboard.

7. Client Responsibilities and Assumptions

  - NewLogistic will provide all necessary data and system access by 01-Nov-2023.
  - NewLogistic will ensure timely feedback during UAT.

8. Staffing

Role	Resource Name	Responsibility
Project Manager	[Globant PM]	Oversee project execution.
Data Engineer	[Globant DE]	Handle data extraction and transformation.
Power BI Developer	[Globant Dev]	Develop the dashboard.
QA Engineer	[Globant QA]	Conduct testing.

Business Analyst	[Globant BA]	Gather requirements and validate deliverables.

9. Charges and Expenses

Item	Cost (INR)
Development Charges	₹5,00,000
Testing Charges	₹1,00,000
Deployment Charges	₹50,000
Training Charges	₹50,000
Total	₹7,00,000

10. Quality of Services

Globant ensures that the services provided will meet the agreed-upon acceptance criteria. Any issues identified during UAT will be resolved promptly.

Acknowledgement and Acceptance
By signing this document, both parties agree to the terms and conditions outlined in this SOW.

Client Representative:
Name: _____
Signature: _____
Date: _____

Service Provider Representative:
Name: _____
Signature: _____
Date: _____