

## SKY GLO - PROJECT DELIVERY SIGN-OFF FORM

### PROJECT NAME

Sky Glo – Automation Portals

PROJECT SPONSOR	PROJECT MANAGER	PROJECT START DATE	PROJECT END DATE
	Riaan van Strÿp	15/01/2023	08/02/2023

### PROJECT SUMMARY

Business Case:

The organization requires software applications that will allow automation of business workflow processing, streamlining day-to-day activities. Software systems, that can integrate with other platforms to achieve a structured and simplified work experience for the organization. Software applications must consist of a rich set of features provided to Sky Glo, including; acceptable system management control, resource management, process / order tracking and other features to achieve their business operating goals effectively.

### PROJECT ROLES & RESPONSIBILITIES

NAME	ROLE	RESPONSIBILITIES
Riaan van Strÿp	Project Manager	Oversee all project planning, timeframes, Q&A, change requirements and service deliverables
Gerhard Theunessin	Developers Team Leader	Planning and initializing of all development implementation, changes and deliverables
Estelle Gerber	Development Coordinator	Handover, training, documentation, after sales services

## DELIVERABLES

PLANNED	ACTUAL	COMMENTS
Virtual Service Provider Platform (VSP Portal – All Modules)	Wholesale customer management of automated service provisioning	
IML Service	Integration of all ISP services, management of products and pricing	Module added to VSP portal
Business intelligence Platform (Billing Platform)	Client, product and pricing: configuration & management. Invoicing, service agreements & billing reports	
Client Zone	Customer Self-care portal. Customer orders, acceptance and support tickets.	Payment processor dependent on Sky Glo implementation and feedback

## SCHEDULE

PROJECT PHASE	START DATE	COMPLETION	COMMENTS
Phase 1: Sales Meeting	15/01/2023	15/01/2023	Collect information. Confirm customer requirements.
Phase 2: Quote Acceptance	-----	09/11/2022 @10:36:52	ICTLabs quote acceptance; Includes software development, handover, training and support.
Phase3: Specification Requirements Accepted	01/11/2022	18/01/2023	Deploy basic functionalities of platforms. Provide access to platforms. Complete development as per specification sheet.
Phase 4: Handover	07/02/2023	07/02/2023	Access to all platforms provided. Full training and software manuals provided.
Phase 5: Snag List	08/02/2023	14/02/2023	Final software updates. Based on training session outcome and notes. Fix and/or change process
Phase 6: Customer Sign-off	13/02/2023		All features added and tested. After sales assistance to proceed after sign-off, until first billing run.



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## LESSONS LEARNED / RECOMMENDATIONS

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## PROJECT DELIVERY SIGN-OFF

NAME	ICTLabs Executive Head	SIGNATURE	DATE
Riaan van Strÿp			

NAME	Sky-Glo Management	SIGNATURE	DATE

NAME	ICTGlobe Management	SIGNATURE	DATE

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