

**Statement of Work**

**Shopping List Website**

**May 14th, 2016**

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# **Introduction/Background**

Eleven Fifty Academy has requested that Apprentice teams build a Shopping List Application as their first post-graduate project.

# **Scope of Work**

The scope of work for the Shopping List Project includes all planning, execution, implementation, and testing for a new Shopping List website for EFA.

The selected vendor will be responsible for the design of website based on feedback to be provided by EFA. Each stage of the project will require approval from EFA management before moving on to the next stage. The selected vendor must ensure it has adequate resources for designing, building, testing, and implementing the new web site and is staffed for the training of EFA personnel as well. Specific deliverables and milestones will be listed in the Work Requirements and Schedules and Milestones sections of this SOW.

# **Period of Performance**

The period of performance for the Shopping List Project is two weeks (10 business days) beginning on 23 May 2016 through 3 June 2016. All work must be scheduled to complete within this timeframe. Any modifications or extensions will be requested through EFA and vendor contracting officers for review and discussion.

# **Place of Performance**

The selected vendor for the project will perform a majority of the work at its own facility. The vendor will be required to meet at EFA’s facility once per week (day and time TBD) for a weekly status meeting. Additionally, all project gate reviews will be held at EFA’s facility and attended by the vendor. EFA will provide and arrange for meeting spaces within its facility for all required vendor meetings. Once the project reaches the training phase, all training will be conducted at EFA’s facility.

# **Work Requirements**

As part of the Website Project, the vendor will be responsible for performing tasks throughout various stages of this project. The following is a list of these tasks which will result in the successful completion of this project:

Kickoff:

* Vendor will create and present detailed project plan including schedule, WBS, testing plan, implementation plan, training plan, and transition plan
* Vendor will present project plan to EFA for review and approval

Design Phase:

* Work with EFA to gather requirements and establish metrics
* Create site design based on collected requirements
* Develop site design proposal for EFA review and approval
* Present written status at weekly meeting

Build Phase:

* Vendor will complete all coding for approved site design
* Vendor will provide EFA with a detailed testing plan
* Vendor will include all content provided by EFA on redesigned web site
* Vendor will conduct testing
* Vendor will resolve any coding and site issues identified in testing
* Vendor will compile a testing report to present to EFA for review/approval
* Present written status at weekly meeting

Implementation Phase:

* Vendor will implement the newly redesigned web site on EFA servers
* Vendor will begin providing 24x7 web site support at this point forward until the end of the period of performance
* Present written status at weekly meeting

Training Phase:

* Vendor will provide training in accordance with approved training plan provided in the kickoff
* Present written status at weekly meeting

Project Handoff/Closure:

* Vendor will provide EFA with all documentation in accordance with the approved project plan
* Vendor will present project closure report to EFA for review and approval
* Vendor will complete the project requirements checklist showing that all project tasks have been completed
* Vendor will conclude 24x7 web support at 11:59pm on the final day of the period of performance
* Present written status at weekly meeting

# **Schedule/Milestones**

The below list consists of the initial milestones identified for the Website Project:

RFP/SOW Release May 23, 2016

Vendor Selection May 23, 2016

Website Design Review May 26, 2016

Website Implementation Review May 31, 2016

Implementation Complete June 3, 2016

Training Complete June 3, 2016

Project Completion Review June 3 2016

Project Closure/Archives Complete June 3, 2016

# **Acceptance Criteria**

For the Website Project the acceptance of all deliverables will reside with EFA’s Shopping Consultant. Once a project phase is completed and the vendor provides their report/presentation for review and approval, the Shopping Consultant will either sign off on the approval for the next phase to begin, or reply to the vendor, in writing, advising what tasks must still be accomplished.

Once all project tasks have been completed, the project will enter the handoff/closure stage. During this stage of the project, the vendor will provide their project closure report and project task checklist to EFA’s Shopping Consultant. The acceptance of this documentation by EFA’s Shopping Consultant will acknowledge acceptance of all project deliverables and that the vendor has met all assigned tasks.

Any discrepancies involving completion of project tasks or disagreement between EFA and the chosen vendor will be referred to both organizations’ contracting offices for review and discussion.

# **Other Requirements**

All vendor project team members will submit security forms to EFA for clearance and access badges to the facility. All vendor programmers and quality control team members will be granted access to EFA servers and all necessary IT functions. They will also be given temporary EFA accounts which are to be used only for work pertaining to the Website Project. Upon completion of the project these accounts will be closed.

The following “Bronze” Feature set are required features for the Shopping List Website:

* Bronze:
  + Add new items
  + Persist items to a data store
  + Check off items
  + Clear items

The following “Silver” & “Gold” Features sets are features that the website should additionally have if time permits in the developments schedule:

* Silver:
  + Ordering of items
  + Sorting of items
  + Delete individual items
  + Edit items
  + Add notes to items
* Gold:
  + Multiple user
  + Login and authentication
  + Grouping of lists
  + List templates
  + An API
  + A developer portal that supplies a developer key for external apps
  + Deployment to Azure or some other server

**Acceptance**

Approved by:

Date:

<Approvers Name>

<Approvers Title>