Cyprus International University

Faculty of engineering
Department of Software Engineering
2021-2022 Spring semester

Masked Face Recognition System (MFR) Contract management plan

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V1

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1.0 Revision History

Name	Date	Reasons For Changes	Version

2.0 Statement of Purpose

The purpose of this document is to outline how AZFCO. will manage the contract that was awarded to the selected seller for the product/service to be acquired. This document includes (a) some background information about the contract, (b) the term of the contract, (c) the total value of the contract, (d) the required standards for the product/service to be acquired, (e) the roles and responsibilities of the people involved in the management of the contract, (f) any contract conditions, (g) a list of the reports that the seller will provide, (h) the schedule of contract meetings, (i) an explanation of how the seller's performance will be monitored, (j) a description of the implementation process, (k) any penalties that would be applied should the product/service not meet the required standards, (l) the conditions that would lead to contract closure, (m) the change management process, (n) the rules for modifying the contract management plan, and (o) the signature of key stakeholders.

3.0 Background Information

The purpose of the contract is:
- To guarantee the right of both parties.
- Determine the project delivery date.
- Determining the total cost of the project and the quality and prices of the parts used in the project in detail.
- Determine the evaluation method of the system.
- Specify the work required.
- Specify the incentives.
- Specify the penalty and grace period.
- Specify the payment method and the installments.

4.0   Contract Term

Contract Date: 07-02-2022.

Contract Duration: 4 months.

Grace period: 14 days.

5.0   Pricing

- Total value of the contract:
  - ➢ Total value of the contract is 1500 USD.

- Installment:
  - ➢ 25% Before starting work
  - ➢ 25% After finishing the masked face recognition system and the alternative authentication method (RFID).
  - ➢ 25% After finishing the smart contract work.
  - ➢ 25% After finishing the system at all.

- Incentive arrangements:
  - ➢ The customer will pay more 10% if the system done within 75% of contracted period.

  - ➢ The customer will pay more 25% if the system done within 50% of contracted period.

6.0   Product/Service Standards

- Software:

  - ➢ All of the software work will be fully tested by our QA team, and the system will be evaluated as pass only if the system passes with 100% of software quality tests

- Hardware:

  - ➢ Using only the contracted hardware parts

  - ➢ Test the hardware parts and hardware connection status and the system will be evaluated as pass only if the system passes with 100% of hardware quality tests

- Smart contract:

  - ➢ Test the smart contract by trusted auditing company (CertiK)

7.0   Roles and Responsibilities

Project Sponsor: Team members	The Project Sponsor has the following responsibilities and authority in managing the contract: ➢ Suggest the contract closure conditions of the project and agree to any changes regarding the contract closure. ➢ Suggest the price of the final product and agree to any changes regarding the price. ➢ Suggest the penalty conditions of the project and agree to any changes regarding the penalty.
Contract Manager: Ahmad Jawabreh	The Contract Manager will be the one responsible for handling any matters associated with the management of the contract. For instance, the contract manager will resolve any deviations from the plan when and if they happen.
Legal Staff Members: Ferhat Bal	The legal staff members provide assistance with the legal aspects of the contract. For example, they will be responsible for drafting the terms of the contract.
Technical writer: Zaid Mohtaseb	The technical write will help the stockholders to understand the issues that related to the technology directly that may affect in accepting the project and may affect the final price of the product.

8.0   Contract Conditions

The customer and the company will using simple smart contract designed and audited by trusted company (CertiK), the customer will pay the installments on the time directly to the smart contract, and after meeting the smart contract conditions the contract will convert the money directly to the company, If the company dose not meet the conditions the smart contract will return the money to the customer.

9.0 Reporting Requirements

Report	Format	Frequency	Source
Work progress	Each department will be responsible to send weakly report of what each team member did in this week	Weakly	AZFCO.
Software quality test	➢ Unit testing ➢ Control flow testing ➢ Dataflow testing ➢ Domain testing ➢ System integration testing ➢ System functional test	➢ After finishing the software work. ➢ After finishing the system at all.	AZFCO.
Hardware quality test	➢ Hardware working status ➢ Hardware connection status	➢ After finishing the hardware work. ➢ After finishing the system at all.	AZFCO.
Smart Contract auditing	➢ Audit Summary ➢ Vulnerability Summary ➢ Audit Scope	➢ After finishing the smart contract. ➢ After finishing the system at all.	CertiK

10.0 Contract Meetings

AZFCO. And the customer will meet two times to solve the contract issues first time will be done online to discuss the issues and the second time will be face to face with our lawyer to document the changes

11.0 Contract Measurement

- The performance of the seller will be monitored and any discrepancies or issues will be resolved through the weekly report that will be delivered to the customer by the management department.

- Key performance measures for the software and hardware is the testing reports that will be done by the quality assurance team.

- Our quality assurance team will audit the quality assurance for the hardware and the software, and CertiK company will audit the smart contract.

12.0 Implementation

According to out activity duration estimate we need 39-46 days to deliver the system, our team is well trained so starting work on the project will be done directly after signing the contract, the activity duration estimate is described as following

Task	Time (days)
Order the hardware parts from Turkey	7– 15
Hardware Connecting	5
RFID coding	1
Face recognition coding	3
Masked Face Recognition	4
Database creation	2
Testing the hardware & software	2
Testing the system in many scenarios	5
EVMC Smart Contract coding	3
EVMC Smart Contract Testing	2
Chainlink to Kadena bridge	2
Testing the smart contract on the mainnet	2
Total days	**39 - 46**

13.0 Penalties

There will be 14 days grace period, and the seller will pay 3.5% for each day, and after that the seller will be forced to submit the product working correctly and fully evaluated with pass testing percentage.

14.0 Contract Closure

- If the product quality does not meet the standards
- If the work on the product finished after the grace period

15.0 Change Management Process

Explain how changes in the contract will be addressed. This involves a description of how any changes will be identified, addressed, communicated, and documented. Provide a list of the members of the Change Control Board who will be approving/rejecting any changes, as well as the procedures in place to request a change

16.0 Plan Modification Rules

- Any changes on the contract need the contract manager.

- Changes related to the financial issues needs the approval of the finance department with the contract manager approval.

- Changes related to the hardware work needs the approval of the hardware department with the contract manager approval.

- Changes related to the software work needs the approval of the software department with the contract manager approval

17.0 Approval Signatures

Contract Manager:

As contract manager, I have reviewed the information contained in the Contract Management Plan and agree to its content.

Name	Position	Signature	Date
Ahmad Jawabreh	Hardware Specialist - Smart Contract Developer	*Jawabreh*	12-05-2022

The signatures above represent stakeholders' agreement and acknowledgement of the information contained in this document.