**Statement of Work**

**Project Name & ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Aug 31, 2015**

1. INTRODUCTION:

Brandon Casey and Curtis Beiersdorf have recently been tasked with designing a Web Application within the MIS/Business field of study. The grade that Brandon and Curtis receive for MIS 499 will be determined by the work they complete on this project. In order to provide a more efficient way of tracking client work that is completed and overall project management, both Brandon and Curtis have recommended an online project time reporting solution. This online project time reporting solution will allow for better tracking of the work completed, costs, and hours spent on all projects across an organization. In order to accomplish this, Brandon and Curtis will design, test, implement, and create documentation for all components of the project.

1.1 POINTS OF CONTACT:

Matthew McGowan – Project Manager

Curtis Beiersdorf – Application Developer

Brandon Casey – Application Developer

1.2 PROJECT BACKGROUND:

During the completion of the requirements that are identified in this SOW, efficiency in project time reporting will improve. The overall efficiency improvement will largely depend on the number of individuals that use the system in comparison to those that still turn in paper time sheets. We also anticipate this being something that could be implemented at Bradley University to allow for students to enter time spent on various projects. We also envision that any out-of-scope items could potentially be implemented in later semesters.

1.3 APPLICABLE DOCUMENTS:

When designing the layout of the new online application, a copy of the paper time sheet will be used as input for the new system

2.0 SCOPE OF WORK:

Work that is considered to be in scope include all planning, execution, implementation, testing, and document creation for all components of the project. Each stage of work will be signed off by the Project Manager before moving on to the next segment. This will help ensure that there is a strong focus on in scope items. Specific deliverables and milestones will be listed in the Work Requirements and Schedules and Milestones sections of this SOW. A majority of items that will fall within the scope of work will be items that are at the project level. This includes, access to the application, project members, project hours etc.

Not included in the scope are the various individual tasks that a project may contain. An example of an item would be time spent on the communication plan of a project. In other words, all time captured for an individual project will be placed within a single bucket.

2.1 PERIOD OF PERFORMANCE:

The timeframe for completion of this project is 1 academic semester. The start of the semester is on 8/26/2015 and completes on 12/16/2015. It is expected that all work is to be completed within this timeframe and any modifications to the deliverables and timeframe must be negotiated by the Project Manager and Application Developers.

2.2 PLACE OF PERFORMANCE:

The majority of the work being done by both Application Developers off campus. The Application Developers will occasionally meet for situations that require face to face collaboration. The Application Developers will also meet with the Project Manager to provide updates and have occasional working meetings to plot out future courses of action on an as needed basis.

3.0 TECHNICAL REQUIREMENTS:

The below listing are requirements that the Application Developers will need in order to successfully complete this project.

3.1 HARDWARE:

* The Application Developers will use their personal computers as well as computers located in the MIS lab to design, test, and implement this application
* Remote servers provided by an online hosting service to host the application and databases.

3.2 SOFTWARE:

* Microsoft Azure
  + To host the Web application
  + To host the MySQL database
  + To host misc. files related to the project
* MySQL Workbench
  + To connect to the MySQL database
    - For database administration
    - For database maintenance
* Visual Studio 2013/2015
  + C#/ASP.NET coding IDE
* GitHub
  + For sharing files between the Application Developers
  + For version control
* Web Browsers for Application Testing
  + Internet Explorer/Edge
  + Google Chrome
  + Mozilla Firefox

3.3 SYSTEM ADMINISTRATION:

The Application Developers will assume all system administration duties for the entirety of the project. At the conclusion of the semester/project, they will provide the Project Manager with all of the required system documentation along with all of the code that is created. At that point, it will be up to the project manager to determine if the application that is created should be further developed in future semesters. All of the code will be properly commented to make it easier for future application developers. The documentation that is included in the final turn in will outline how each portion of the application is supposed to function.

4.0 WORK REQUIREMENTS:

As part of the Online Time Reporting Web project, the Application Developers 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 the project.

4.1 PROJECT PROPOSAL/KICKOFF:

* The Application Team will create and present a detailed project plan that is created in Microsoft Project. Items included in that project plan will be:
  + WBS,
  + Testing Plan
  + Implementation Plan
  + Training Plan
  + Transition Plan
* The Application Team will present the project plan to the Project Manager for review and approval. Any potential changes will be discussed during that meeting.

4.2 DESIGN PHASE:

* Collaboration among the Application Developers along with insight from the Project Manager will determine the requirements for the final product.
* Create basic Web templates based on the agreed upon requirements.
* Create basic MySQL tables and relationships.
* Layout the various functions of the application.
  + Roles
  + Access
  + Reporting features

4.3 BUILD PHASE:

* Application Developers will build the MySQL databases that they designed in the previous phase.
* Application Developers will write the code using the latest .NET framework for each module.
* Application Developers will meet on a bi-weekly basis with the Project Manager to ensure each deliverable is being met to the fullest expectations.
* Application Developers will fix any bugs that are identified during the testing phase.
* Application Developers will create a test plan and report to ensure each portion of the application works as intended.
* Application Developers will created a training plan to be used for training new users of the system.
* Application Developers will create extensive documentation that outlines how each module works.

4.4 IMPLEMENTATION PHASE:

* Application Developers will publish the final version of the application to the selected hosting service.
* Application Developers will report any issues that they run across during the implementation of the application and fix issues that they are capable of fixing.

4.5 TRAINING PHASE:

* Application Developers will provide training on the system to the Project Manager and anyone else that is identified as being a potential user of this system.
* As a part of the training phase, the Application Developers will also review the documentation that was created in the build phase to ensure each area is covered sufficiently.

4.6 PROJECT HANDOFF/CLOSURE:

* Application Developers will provide the project manager with all documentation and code along with a final report.
* If applicable, the Application Developers will demonstrate the final application to an interested parties.
* Project Manager will review the final report and determine if all of the approved deliverables were met and assign a grade to the Application Developers accordingly.

5.0 SCHEDULE/MILESTONES

(To be determined once we review all of the requirements and build the WBS)

6.0 ACCEPTANCE CRITERIA

(To be determined once we review all of the requirements Dr.McGowan)

7.0 OTHER REQUIREMENTS

(To be determined once we review all of the requirements Dr.McGowan)