# STATEMENT OF WORK

### Prepared For:

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Project Manager

L&T TECHNOLOGY SERVICES LIMITED

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### Subject:

Ad Hoc Videographer Analyst Services

### Date:

August 16, 2021

## ACTIVITY SUMMARY:

This document is a project scoping and quote by Franki Corporation (Frankicorp) to capture various technical procedures related to a yet-to-be-released product. The intent of the activity is to provide reference source video that is suitable for use in various Installer / Service / Customer programs.

## ACTIVITIES AND DELIVERABLES:

* Setup and or staging of equipment
* Capture of procedures under the direction of a Xerox designated SME (Sally Nudd)
* Transfer of source files to a Xerox designated server.

## Strategy / Business Assumptions

* The video files will be delivered in .mp4 file format
* Ambient audio will also be captured during the video shoot
* Program subject matter will be confined to the item(s) described above in Activity Summary
* The capture activity is assumed to require up to 4 hours analyst time
* The video files will be provided to Xerox in a raw, unedited state
* Xerox will be responsible for all aspects of video file distribution
* Local travel is included in this quote
* If new material is requested, or changes are required beyond the point that this quote was developed, additional funding will be required.

## COSTS:

Video Analyst Activities Total: $345.00

## NOTES:

1. This estimate is based on strategies, configurations, documentation deliverables, and available schedules agreed upon at time of the development and presentation of this quote. Franki Corporation management agrees to meet with Client management to review the cost vs. progress schedule of the deliverable(s) to determine whether the project requirements as originally stated have substantively changed during the development cycle.
2. Significant changes in scope or delays, additions, or strategy / functionality modifications outside Franki Corporation’s ability to control will require a Change of Scope document and revised PO request for the additional funding required to complete the project.