

# **STATEMENT OF WORK (SOW)**

**D7 AUTO SERVICE CENTER  
C.M. DE LOS REYES AVENUE, MANGGAHAN,  
GENERAL TRIAS, 4107 CAVITE, PHILIPPINES**

**DECEMBER 16, 2022**

## **TABLE OF CONTENTS**

INTRODUCTION/BACKGROUND .....	2
SCOPE OF WORK .....	2
PERIOD OF PERFORMANCE .....	2
PLACE OF PERFORMANCE.....	3
WORK REQUIREMENTS .....	3
SCHEDULE/MILESTONES .....	5
ACCEPTANCE CRITERIA .....	6

## **INTRODUCTION/BACKGROUND**

D7 Auto Service Center has agreed upon the creation of a web-app for their business in line with the requirements for the PBL of the team Elite Four, as this web-app aims to increase their online presence and provide a good management platform for their business. The D7 Auto Service Center Web-app is a project that aims to be an additional platform to be utilized by D7 to have an additional platform where customers may be able to view services, pay conveniently online, and book services through the upcoming additional platform. D7 Auto Service Center has agreed to have a web-app developed for their establishment, as competitors are rising in their area, and they are having difficulties with regards to presence with their clients, and potential clients.

## **SCOPE OF WORK**

The scope of work for the D7 Auto Service Center Web-app is the planning, system analysis and design, development, and web-app implementation, as well as training for the D7 Auto Service Center Managers in handling and using the new platform. The Elite Four team will be keeping in touch with D7 as designs, features, domains and the likes are being implemented with the project. Each stage of the project will be under the advisory of the subject adviser, project advisers and consultants, and D7 is to be informed of the implementations. Specific deliverables and milestones will be listed in the Work Requirements and Schedules and Milestones sections of this SOW.

## **PERIOD OF PERFORMANCE**

The performance period for the Web-app of D7 Auto Service Center is one year (365 days) for three trimesters. Starting from March 30, 2022, through 2023. All tasks must be finished on time within the given timeframe. Any modifications or extensions will be requested to Sir Manuel Sebastian.

## **PLACE OF PERFORMANCE**

The assigned vendor for the Web-app of D7 Auto Service Center is the Elite Four. They will perform most of the work at their school vicinity, located at the Asia Pacific College. The Elite Four are required to meet Ms. Anne Sydney Simpelo (D7 Auto Service Center owner) at least once every sprint for a status meeting. In addition, all project gate reviews will be held online via call messenger and attended by the owner and the Elite Four. The Elite Four will provide and organize the meeting link for all required meetings.

## **WORK REQUIREMENTS**

The Elite Four will be responsible for performing tasks throughout the project's various stages as part of the D7 Auto Service Center Web-app. The following tasks are listed below that must be completed for this project to succeed:

**Scope** - The team has planned to have the following features for the web-app: a system for booking, statistics, a login system, customer profiles, live and bot chat, a section for reviews and feedback, mobile optimization, a support tab, a site locator, a gallery of services, social media buttons, a 360-degree virtual tour, and a list of services.

**Product Backlog** - The team has listed everything the product needs to satisfy the client and customers to have deliverables discussed in Sprint Meetings.

**Design** - The team will be using the knowledge learned from System Analysis and Design (MSYADD1) to design the UI (User Interface) and UX design of the system.

**Sprint Planning Meeting** - The team will have a meeting, which is held at the start of each sprint, to decide how the project will be approached based on the phases and deadlines in the Product Backlog.

**Sprint Backlog** - The team when in the sprint backlog will be working on a subset of the product, and the team will review the list of work items that are to be completed in the specific sprint.

**Sprint Automation** - The team in the sprint automation will start testing activities at least one sprint behind the development phase, and the features/functionalities of the web-app will be tested once it is stable.

**Daily Scrum**- The team will have a daily standup to show the plans and the things that need to be carried out, as well as to see hindrances towards the completion of the work, as well as progress updates on the current work of the team.

**Sprint Execution** - The team will have and manage a task plan, perform, and finish the tasks, attend daily stand-ups, as well as have continuous communication with the scrum team.

**Sprint Review Meeting** - The team members are set to have daily quick meetings to review informal demos and present the work they have done for the iteration.

**Sprint Retrospective** - The team will examine what went well during the last sprint cycle and what may be improved for the next sprint.

**Usable Software** - The team is set to release the usable software - which is the proposed system, for use.

## SCHEDULE/MILESTONES

MNTSDEV (Planning Phase) March 30 - June 24, 2022		MSYADD1 (Analysis and Design Phase) August 15 - November 11, 2022		MCSPROJ (Development Phase) November 28, 2022	
Client & Team Brainstorming March 30 - April 18, 2022		MVC Infographics August 22 – 26, 2022			
Sprint 1 (Midterms) May 2 –10, 2022		Sprint 3 September 12-22, 2022			
Sprint 2 (Finals) June 6 –23, 2022		Sprint 4 (Midterms) September 26 -3, 2022			
		Sprint 5 (Finals) November 2-11, 2022			

## **ACCEPTANCE CRITERIA**

For the Web-app of D7 Auto Service Center, the acceptance of all deliverables will reside with the D7 Auto Service Center owner, Ms. Anne Sydney Simpelo. The Elite Four's Project Manager, Andre Viernes is one assigned for ensuring the completeness of each stage of the project and if the scope of work has been met. Once the project phase is completed and the Elite Four provides their report/presentation for review and approval, the D7 Auto Service Center owner 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.

## ACCEPTANCE

Approved by:



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Ms. Ann Sydney Reyes – Simpelo  
***D7 AUTO SERVICE CENTER OWNER***

Date: February 21, 2023