Contract Checklist

This checklist provides a summary only of the contract between the parties but should be sufficient for the purposes of the case study. If you need to make an assumption about the contract to address any given part of an assignment, make a reasonable one and clearly state what it is in your submission.

❑ The Customer's "Terms of Reference" are legally called up as part of the contract.

❑ The system to be constructed is to be integrated with an existing (legacy) system.

❑ The delivered system is to be web-enabled and support mediation and application domain services for access, storage, messaging, appointments and forms management.

❑ The contract is $3.6 million fixed price for labor budgeting 360 staff-months at $10,000 per month. The total period of performance is eighteen (18) months. The project started January 2nd and is to be completed by July 1st of the following year (this is a firm delivery date). Monthly progress reports are to be provided. Equal payments will be made quarterly provided progress, as evidenced by the progress reports and deliverables is being achieved.

❑ The system requirements are spelled out broadly in the "Terms of Reference" including both functional and non-functional requirements. The contract stipulates that the delivered software must be "fit-for-use".

❑ The project is expected to be developed following a waterfall software process. Monthly progress reports are to be produced and progress meetings are to be scheduled monthly.

❑ A number of customer-provided support and contractor-provided deliverables are specified in the contract.

❑ The overriding objective of the contracted project is to develop software systems and application services designed to satisfy the general requirements to be elicited in further detail during the project.

❑ The Contractor is to test and install all equipment and software and provide training.

❑ The Customer is to supply test time on their processor situated in Portland, about thirty miles from the Contractor's offices in Beaverton. Access to this computer installation requires personnel clearances processed by the Customer.

❑ The contract contains a Statement of Work (SOW) that implies the project will be staffed by the Contractor with one (1) software project manager; one (1) requirements manager; two (2) software development managers; fourteen (14) programmers; four (4) requirements analysts; two (2) specialty engineers (communications and software estimating); two (2) support services staff.

❑ The Customer has agreed to supply an additional four (4) of its best available programmers to assist on the project under the direction of the Contractor.