

Statement of Work for Project Name

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I. Scope of Work:

A web application for the Computer Science/IT department that allows faculty to email students about events, local REU, job/internship opportunities, and any important information. The system will allow faculty to reach out to targeted groups of students, based on their grade level, or their major and record statistics of engagement and interaction of students with the emails through tracking analytics. If a student happens to begin the semester after the initial upload of students to the database, the system will allow users to add additional students. Previous emails will be archived with a backlog to allow for later review.

II. Location of Work:

Can be performed virtually or at Kean University Union Campus.

III. Period of Performance:

We will start on February 1st, 2023 and will be expected to end on April 19th, 2023. We will be working according to the hours needed to finish all of our tasks on time.

IV. Deliverables Schedule:

Sprint	Tasks	Date
Sprint 1	Implement the front end. Implement the database. Finalize the User Stories Login CSV upload Rich text editor Email testing Manually add students to database	Feb 1 - Feb 22
Sprint 2	Integrate and connect front-end with back-end database. Completed send emails by categories	Feb 23 - Mar 29

Sprint 3	Finalize the project as well as run test cases to test it. Work on bug fixes and clean up everything, getting it ready for presentation.	Mar 30- Apr 19
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V. Applicable Standards:

Specify any company or industry-specific standards that are relevant to performing the work.

VI. Acceptance Criteria:

Describe how the buyer organization will determine if the work is acceptable.

- If the buyer is able to send emails based on categories (major, grade level)
- If the buyer is able to upload a csv and populate the web application with student information
- Is the buyer able to view all the statistical information about the emails being sent

VII. Special Requirements:

Display the students activity percentage on the emails being sent