(Date)

To

Department of Homeland Security

U.S Citizenship and Immigration Services

**Re : Itinerary of Work**

**Beneficiary :** (Employee Name)

**Position :** (Employee H1B LCA Job Title)

Dear Madam or Sir:

This letter is written to provide the complete itinerary of services for the above-named beneficiary.

# Statement of Work

The beneficiary will utilize his extensive knowledge to perform the below mentioned job responsibilities (Please note, below details are sample reference for you. Please update your detailed onsite roles as per the below format)

* Development of components for UI in WPF
* Identify the process gaps and provide alternatives to the project team.
* Prepare the templates for the Functional specification review, Technical specifications, Unit test case, String test etc
* Testing and code review
* Development of web services and code for data access and generation of reports
* Delivery plan of all the features
* Specification review and scorecard test
* Lead the Core team to review the functional specification and clarify the functional requirements before starting the Technical specification conversion.
* Lead the team to develop the Technical Specification for the Windows Azure Interface.
* Interact with Sage Core team for the Technical specification review and sign off.
* Perform onsite / offshore coordination for all interface developments and complete the Design, Build, Test and Deploy phase successfully.
* Provide the technical assistance from design and development standpoint
* Conduct status meetings with onsite and offshore throughout the project.
* Handle delivery of interfaces on-time for testing team
* Prepare documentation for moving interfaces to testing servers.
* Work with Technical Core Team to perform the functional testing and Support the regression testing & User Acceptance testing (UAT) during the testing phase.
* Record and track all defects identified during the testing phase and cycle back with the core development team for any fix / fine tuning.
* Keep the testing team informed about the progress of the identified fixes and its progress.
* Apply fixes and get sign off from testing teams for production move of interfaces
* Prepare cut-over documentation with all necessary steps and configurations to be covered before interfaces are moved to production.
* Enable the Alerts as per current middleware error reporting structure for email reporting of errors to appropriate support teams.
* Fix errors in production and Issue reporting documentation for any exceptions that arise.

His time is split amongst the above responsibilities in the following manner:

* Implementation Project Requirements gathering, Analysis and High Level design documentation 25%
* Functional Specification, Interface Technical Specification and Unit testing documentation 10%
* Development, Offshore Team Co-ordination, Status Review and Unit Testing of interfaces 40%
* Functional Testing and Systems Integration Testing 15%
* Production Application Support & Change Request Management 10%

**Beneficiary’s Work Itinerary**

|  |  |
| --- | --- |
| (Your H1B Petition Start date and end date) | Analyze, Design, Build; Integrate Major/Minor Enhancements |
| (Your H1B Petition Start date and end date) | Development of Application |
| (Your H1B Petition Start date and end date) | Design and Testing Methodology |
| (Your H1B Petition Start date and end date) | Implementation and Documentation Support |

**Name and Address of Actual Employer & Beneficiary’s Work Location**

(Provide Wipro Limited, New Jersey Office Address)

**Beneficiary’s Work Location**

(Provide your client & client location details)

Thank you very much for your consideration of the matter. If you have any questions, please do not hesitate to contact me.

Sincerely,

(Get it signed by Delivery Head/Project Manager)