**Statement of Work (SOW)**

**Company Name**

**Street Address**

**City, State Zip Code**

**2023**

**Table of Contents**

[Introduction/Background 2](#_Toc332473318)

[Scope of Work 2](#_Toc332473319)

[Period of Performance 2](#_Toc332473320)

[Place of Performance 3](#_Toc332473321)

[Work Requirements 3](#_Toc332473322)

[Schedule/Milestones 4](#_Toc332473323)

[Acceptance Criteria 5](#_Toc332473324)

[Other Requirements 5](#_Toc332473325)

# Introduction/Background

The Barangay South Signal Village Web Application aims to offer the Barangay South Signal Village an online website that provides services that handles document requests and a ticketing system for inquiries. Significant information about the barangay, including its organizational chart, history, demographics, mission, and vision will be included in the web application. The team Developmentality wants to integrate its current system into the digital setting by making a web application that provides information about the barangay and service/s for their community in a more efficient, effective, and transparent way. This will benefit the barangay residents by cutting down on waiting time that delays client service and prevents data from being compromised as well as reducing processes through paper and instead making it online.

# Scope of Work

The Barangay South Signal Village Web App scope of work includes the phases of planning, execution, development, implementation, and training of staff on the web app project. Team Developmentality will be in charge of designing and analyzing the new website based on the demands and requests of their client, the captain of the Barangay South Signal Village. The Team Developmentality must guarantee that appropriate resources are available for designing, developing, testing, and implementing the new web app, as well as providing a manual and training for the personnel who will use the web app. Specific deliverables and milestones will be provided in the Work Requirements and Schedules and Milestones sections of this SOW.

# Period of Performance

The period of performance for the Barangay South Signal Village Web Application is one year (365 days) beginning on 30 March 2022 and ending on 1 March 2023. Over 3 terms, with the first term focusing on systems and design introduction. The focus of the second term is systems analysis and detailed design. While the third term's is the applied project – system prototype. The completion of all tasks must be arranged within this timeframe. Any changes or extensions will be requested of Mr. Manuel Sebastian.

# Place of Performance

Team Developmentality will conduct the work on Barangay South Signal Village Web Application on their own premises as well as within Asia Pacific College. Meeting will be conducted after every development phase as well as if there are any queries within the team. The meeting will be conducted in Barangay South Signal Village which will be attended by both the team and the barangay captain with her kagawad/employees. Once the project reaches the deployment phase, the deployment will be conducted at Barangay South Signal Village.

# Work Requirements

Throughout the project's various stages, the Team Developmentality will be in charge of performing tasks. The tasks that must be completed in order for this project to be successful are listed below:

Planning & Brainstorming Phase:

* Searching for possible client and project proposal
* Meeting with the client for discussion of the proposal project
* Looking for advisor and consultant

Design Phase:

* Meeting with the client for the Barangay South Signal Village Web Application design and how it will work
* Preparing the wireframe to discuss the system
* Meeting with the advisor and talk about the proposal project
* Discussing the feature of the proposal

Build Phase:

* Team Developmentality will use cloud-based server
* Team Developmentality will provide 4 online services, the Home, Online Request, About us, and Contacts page
* Team Developmentality will use log-in system
* Team Developmentality will use figma wireframe for presentation with the barangay official
* Team Developmentality will use free software and low budget system

Implementation Phase:

* For MNSTDEV, from March to May the Team Developmentality will provide the Objective, Proposed functions, Documentation, High Fidelity Mock-up, and a Project Teaser
* For MSYADD1, Team Developmentality will provide the Data modeling, the System Design, and Database System from August to November
* For MCSPROJ, Team Developmentality will provide the Complete Testing, Mobile Application Feature, Working Web-Based Application, and Working Cloud-Based Database from December to March

Project Handoff/Closure:

* Team Developmentality will provide all the documentation about the approved project plan
* Team Developmentality will present their project to their client, advisor, and project consultant
* Team Developmentality will provide the said Web-Based Application and the Cloud-Based Database to the client
* Team Developmentality will complete the project requirements checklist and showing that all project tasks have been completed

# Schedule/Milestones

The below list consists of the initial milestones identified for the Webapp Project:

**MNTSDEV**  **March 30, 2022 – June 24, 2022**

Project Preparation March 30, 2022 – April 21, 2022

Team Consultation April 6, 2022 – May 24, 2022

Creation of Midterm Paper April 20, 2022 – May 4, 2022

MNTSDEV Midterm Evaluation May 3, 2022 – May 9, 2022

MNTSDEV Midterm Evaluation May 5, 2022 – May 9, 2022

Initial Design May 5, 2022 – June 2, 2022

Progression of Paper/Final Paper May 5, 2022 – June 3, 2022

MNTSDEV Final Evaluation June 4, 2022 – June 24, 2022

**MSYADD1**  **August 15, 2022 – November 25, 2022**

MSYADD Project Progression August 15, 2022 – August 19, 2022

Team Consultation August 17, 2022 – September 10, 2022

Individual Deliverables August 8, 2022 – September 21, 2022

Initial Prototype September 22, 2022 – November 11, 2022

Midterm Requirements Week 3 - 4 August 8, 2022 – September 21, 2022

Week 5 -7 September 12, 2022 – September 21, 2022

MSYADD Midterm Evaluation September 23, 2022 – October 1, 2022

Final Requirements Week 8 – 9 October 3, 2022 – October 13, 2022

MSYADD Final Evaluation October 28, 2022 – November 10, 2022

**MCSPROJ**  **November 28, 2022**

MCSPROJ Project Progression November 28, 2022 – December 4, 2022

Creation of Prototype August 22, 2022 – November 28, 2022

Midterm Deliverables December 6, 2022 – December 15, 2022

# Acceptance Criteria

For the Team Developmentality's Barangay South Signal Village Web App Project, the acceptance of all deliverables will reside with Barangay Captain and its admins. The group will maintain a small team of 6 that will ensure the completeness of each stage of the project and that the scope of work is successful. Once the project phase is accomplished and the Barangay Captain provides their report for review and approval, the Barangay Captain will either sign off on consent for the next step to begin.

Once all project tasks are complete, the project will enter the final stage. During this final stage, the Group Developmentality will provide its project closure report. The client must accept this documentation as proof that the Team has completed all required tasks and that all project deliverables have been received.

Any differences or objections regarding the completion of project tasks will be referred to the group Team Developmentality for review of the work and discussion.

# Other Requirements

All roles within the barangay employees that will be in charge of the web application will be verified first by the barangay captain; then will be handed over to the administrator.

The team Developmentality will alsohave access within the web application as they will be in charge of the debugging, programming, quality control, and other necessary IT functions.

The barangay needs an approval from the National Telecommunications Commissions (NTC) so that the web application will be legally operated, as well as attaining a security clearance.

**Acceptance**

Approved by:

Date:

<Approvers Name>

<Approvers Title>