**Statement of Work (SOW)**

**ASIA PACIFIC COLLEGE**

**3 Humabon, Makati, 1232 Kalakhang Maynila**

**Manila, Philippines**

**February 28, 2023**

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# Introduction/Background

The Tracking Activity and Project Management has been in taken on by the project group and in guidance of the project development office in creating the vision of the project in order to help manage and enhance monitoring projects more easily. Providing a more simplified and user-friendly website of projects to view for the advisors/mentors and office that will be connected to the system and students to track their progress of completing tasks. It is imperative for the project development office to have a platform wherein the selected project group is easily identifiable and can see their progress through viewing system and give out their feedback and suggestions. In order to complete TAPM, the project team will have to be well versed in programming in Laravel, CSS, and Bootstrap, UI/UX of the website, testing and Implementation of the website.

# Scope of the Work

The scope of work for the Project team will be planning and dividing the work, execution of said plan, implementing it, testing the prototype and presenting the project TAPM. Project team will have to divide the work to those who will be in charge of the research and the other to programming the website. Progress will be checked and consulted by our teacher, advisor, and client to proceed to the next stages of implementing the project. Identifying the problems and objectives in detail to create the desired project vision.

# Period of Performance

The period of performance for Tracking Activity and Project Management will take place in Term 2, starting from November 11, 2022, through March 2, 2023. All Agendas and requirements will be completed at a scheduled timeframe to be completed till the end of the term, there may be some added task but will be adjusted to the schedule.

# Place of Performance

Majority of the work can be done online meeting and during SCSPROJ class sessions twice for a weekly status meeting, or attending face to face at Asia Pacific College room 208 where Project team can meet and consult with advisors and the client. Although some circumstances may occur such as an overseas student or is sick, it is still possible for them to participate via online.

# Work Requirements

As part of the project group, we will be responsible in performing the task given each various stages of the project TAPM with the guidance of our advisor, teacher and client. The following list of these task will result in the completion of the project:

Kickoff:

* Project team will create and present detailed project plan including schedule, document, research paper
* Project team will present project plan to client, advisor and teacher for review and approval

Design Phase:

* Work with client to gather requirements and establish metrics
* Create site design based on collected requirements
* Develop site design proposal for client review and approval
* Present written status at weekly meeting

Build Phase:

* Project team will complete all coding for approved site design
* Project team will include all content provided by advisor and client on redesigned web site
* Project team will conduct testing in both their GitHub or personal coding tool as well as in a limited beta release
* Project team will resolve any coding and site issues identified in testing
* Project team will compile a testing report to present to client for review/approval
* Present written status at weekly meeting

Project Handoff/Closure:

* Project team will provide teacher, panellist with all documentation in accordance with the approved project plan
* Project team will present project closure report to client, advisor and teacher for review and approval
* Project team will complete the project requirements checklist showing that all project tasks have been completed.
* Project team will conclude a working product on the final day of the period of performance
* Present written status at weekly meeting

# Schedule and Milestones

The below list consists of the initial milestones identified for the Tracking Activity and Project Management Project:

Diagrams completion November 11, 2022

Midterm Presentation December 13, 2022

Proof Reading Documents February 16, 2023

Compilation of Documents February 27, 2023

Completion of Program March 1, 2023

Finals Presentation March 2, 2023

# Acceptance Criteria

For the Tracking Activity and Project Management, the acceptance of all deliverables will reside with the Project Development Office or the Faculty. The faculty will maintain a small team of advisors to ensure the completeness of each stage of the project and that the scope of work has been met. Once a project phase is completed and the project team provides their report/presentation for review and approval, the Project development office will either sign off on the approval for the completion of the project.

Once all project tasks have been completed, the project will enter the closure stage. During this stage of the project, the Project team will provide their project closure report and project task checklist to the Project Development office. The acceptance of this documentation by the Project development office and faculty will acknowledge acceptance of all project deliverables and that the vendor has met all assigned tasks.

# Other Requirements

Attending the meeting via face to face will require an entry pass from the entrance of the school such as school id or visiting pass/guest pass. Project team will be able to meet since they are students at the school.

All programed code will be made in their personal GitHub and can be used to be shared or restricted to project team only.

# Acceptance

Approved by:

Date:

<Approvers Name>

<Approvers Title>