**Statement of Work (SOW)**

**Apelo Dental Clinic**

**Apelo Building 8271, Dr. Arcadio Santos Ave.,**

**Paranaque City, 1700**

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# Introduction/Background

Apelo Dental Clinic (ADC) has recently approved the Web Application Development of Apelo Dental Clinic System (ADENICSY) in support of its strategic plan to enhance queueing, dental records management, and the operation’s system of the clinic. To provide better experience for the patients and improve management of dental records, ADENICSY will focus on providing queueing management from arranging doctor schedule day per day, getting queueing number through mobile phones, tracking the current number on the smartphones of the patients, updating queueing list, dental records management from viewing, and adding information, account management and more. It is imperative that ADC utilizes its web application as a platform for doing its day-to-day operations and will be part of the core processes in the clinic. ADENICSY also aim to get feedback and some key metrics in the queueing management to better improve the experience of the patients in the clinic. To accomplish this, Progmatiks- the team that proposed the system of ADC, will work building the web application from prototyping, outlining diagrams, and doing the actual application.

# Scope of Work

The scope of work for the Apelo Dental Clinic System (ADENICSY) includes all the planning, division of tasks, prototype testing, execution, implementation, and presenting the project. The project is divided per part of the paper and features in the system to complete its goal and meet the deadline. The progress of the system will be checked by the project leader and project adviser, while the improvement of the diagrams and final paper will be checked by the project leader and subject adviser. After the finalization of the plan for the project it will be consulted with the project client so that the project can proceed to the next stage of implementation. However, the business side of Apelo Dental Clinic is no longer covered by the project.

# Period of Performance

The period of performance for the Apelo Dental Clinic System (ADENICSY) is one year (274 days) beginning on March 25, 2022, through March 09, 2023. All work schedule and requirements will be completed based on the timeframe schedule per term. Any modification or extension of the project will be reviewed and discussed to adjust the timeframe schedule of works.

# Place of Performance

Most of the work for ADENICSY documentation is done online, such as teams meeting on Microsoft team, messenger, and meetings on SCSPROJ class sessions. While most of the work in coding the system is done through face-to-face meeting.

# Work Requirements

As part of the Web Application Project the team will be responsible for performing tasks throughout various stages of this project. The following is a list of these tasks which will result in the successful completion of this project:

Kickoff:

* The team will create and present a detailed project plan including schedule, WBS, testing plan, implementation plan, training plan, and transition plan.
* The team will present a project plan to ADC for review and approval.

Design Phase:

* Work with ADC to gather requirements, information in the requirements and establish metrics.
* Create a low-fidelity prototype based on collected requirements.
* Develop design proposal for ADC review and approval.
* Present written status at weekly meeting.

Build Phase:

* The team will complete all coding for an approved web application.
* The team will provide ADC with a detailed testing plan.
* The team will include all content provided by ADC on the web application.
* The team will conduct testing in both their machines through XAMPP as well as in a limited beta release.
* The team will resolve any coding and site issues identified in testing.
* The team will compile a testing report to present to ADC for review/approval.
* Present written status at weekly meeting.

Implementation Phase:

* The team will implement the new web application through the clinic’s own domain and hosting service.
* The team will begin providing 24x7 web site support at this point forward until the end of the period of performance.
* Present written status at weekly meeting.

Training Phase:

* The team will provide training in accordance with the approved training plan provided in the kickoff.
* Present written status at weekly meeting.

Project Handoff/Closure:

* The team will provide ADC with all documentation in accordance with the approved project plan.
* The team will present the project closure report to ADC for review and approval.
* The team will complete the project requirements checklist showing that all project tasks have been completed.
* The team will conclude 24x7 web support at 11:59pm on the final day of the period of performance.
* Present written status at weekly meeting.

# Schedule/Milestones

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

Solution Planning July 24, 2022

Diagram Completion September 20, 2022

Prototype January 11, 2022

Prototype Test February 2, 2022

2nd Phase Diagram Completion February 8, 2023

Proofreading Final Documentation February 15, 2023

Completion of Final Document March 08, 2023

Completion of System March 07, 2023

System Testing March 08, 2023

Final Presentation March 09, 2023

# Acceptance Criteria

For the web application project, the acceptance of all deliverables will reside with ADC’s Owner- Dr. Denroe Apelo. Dr. Apelo will keep track of the progress together with his colleagues that will also be users of the application 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 team provides their report/presentation for review and approval, the Dr. Apelo will either sign off on the approval for the next phase to begin, or reply to the team, in writing, advising what tasks must still be accomplished.

Once all project tasks have been completed, the project will enter the handoff/closure stage. During this stage of the project, the team will provide their project closure report and project task checklist to Dr. Apelo. The acceptance of this documentation by Dr. Denroe will acknowledge acceptance of all project deliverables and that the team has met all assigned tasks.

Any discrepancies involving completion of project tasks or disagreement between ADC and the team will be referred to both organizations’ contracting offices for review and discussion.

**Acceptance**

Approved by:

Date:

Owner of Apelo Dental Clinic