### STRICTLY CONFIDENTIAL

2nd January, 2018

1. **BACKGROUND OF THE PROJECT**

Amazon Echo has been used as the devices connect to the voice-controlled [intelligent personal assistant](https://en.wikipedia.org/wiki/Intelligent_personal_assistant) service [Alexa](https://en.wikipedia.org/wiki/Amazon_Alexa), which responds to the name "Alexa". . Need for businesses of any size to have a digital assistant that can immediately find and report important information, as well as modify and update data according to the user’s voice commands.

Using Amazon’s Alexa as a desk-side companion in workplace, and integrating with various apps can help higher level management with the following advantages:-

* Improving individual productivity by doing manual tasks just by some voice commands.
* Automating the tasks that require lot of steps merely by some simple voice commands.
* Notifying a user at the right time.

1. **PROJECT METHOD AND APPROACH**

We will use an Agile, Sprint based approach to the delivery of the engagement. We plan 6 Sprints across 2 different phases, each with clearly agreed scope and acceptance criteria defined in a process.

* Mobilization & Discovery (2 weeks) in which we will work with Deloitte’s Alexa Team/Cloud Garage Team to baseline a view of the Epics and likely User Stories that we will deliver, in what order they will be delivered and acceptance criteria that will apply.
* Development (4 Sprints, 3 weeks each) in which we deliver User Stories.
* Integration and Hardening (2 Sprints, 4 weeks each running in parallel to development Sprints) in which we develop the integrations required for the solution to be effective.
* Demo, Presentation and Improvisations based on Feedback – 2 Weeks

1. **TECHNICAL DELIVERABLES AND DOCUMENT DELIVERABLES**

In this section we define specific activities and deliverables for each Sprint.

### Specific tasks to be undertaken during Sprint 0 – (Mobilization & Discovery)

### Begin to define the Product backlog, as a list of prioritized high level business requirements documented as Epics and User Stories.

### Coordinate with the business to define the scope.

### Gather test data for generating performance reports to be covered under the use case.

### Address any other operational requirements, such as arranging development environment(s) and associated infrastructure, system and application access, software versions and patch release plans, security, privacy controls

### Agree the integration Sprint plan and roadmap.

### Sprints

1. **Development Sprints (1-2,4-5)**

During these development Sprints, we will deliver all the Use cases agreed with the Cloud Garage Panel within each Sprint (the Sprint backlog). These will be set by the Sprint Planning process defined in Section 2 above which we will coordinate. At the end of each Sprint cycle, a Sprint Review session will be held to walk through and demonstrate the use cases delivered during the given Sprint.­­­

1. **Integration & Hardening Sprints (3,6)**

Following the same processes as the development Sprints, integration Sprints will each last 2 weeks in duration. They will be planned using the Sprint Planning process defined above

The purpose of the hardening Sprints is to schedule into the timeline periodic checks that the end-to-end solution being developed and the processes within it, operate coherently as a finalized Solution. Performing hardening Sprints is also designed to stimulate feedback, allowing it to be incorporated, along with usability improvements and fine tuning.

### Demo, Presentations and Improvisations

We shall ensure that, throughout the Sprint process to final delivery and acceptance, Demo and Presentations occur periodically and are documented.

1. **Deliverables**

Deliverables from this Statement of Work, that will be the prime responsibility of the team except where noted (in italics), will be:

|  |  |  |
| --- | --- | --- |
| Deliverable Name | Description | Format |
| Product Backlog | Formalized, documented set of business requirements, as User Stories, estimated and prioritized through review with the Panel. This will evolve during the Project. | Microsoft Excel |
| Functional Specification | A further breakdown of the Use Cases that has been accepted into a sprint, to explain how each will be delivered. This includes use case details (User Story, process flows and wire frames where necessary). | Microsoft Word / PowerPoint |
| Data Model (Physical) | An element of the Design in Visio, containing information on the Objects and Fields. | Microsoft Excel or Word |
| Technical Specification | User Story Reference, Design overview, Data Models, AWS resources (Lambda Function, RDS, S3, and Alexa Development Kit) based on Design Information documented in Product Backlog. | Microsoft Excel |
| Technical Deployment Plan | Documented plan of tasks and associated timeline required for the deployment of the Solution to the UAT and Production Environments. | Microsoft Excel or Word |
| “The Solution” |  | Configured solution implemented within AWS demo environment. |
|  |  |  |

1. **TARGETED USE CASE – PHASE I**
2. *Alexa, ask wingman to generate project performance report.*
3. **ESTIMATED TIMELINE**

This Project is anticipated to start on 8th January, 2018. The following activities will be completed or on track to be completed by the specified dates categorized on the basis of Phases

Phase 1 Deadlines:-

|  |  |  |
| --- | --- | --- |
| Activity | Targeted Date | Comments |
| Amazon AWS Account Configuration:   * Create AWS Account * Set up RDS and load test data. * Set up S3 bucket to store performance reports. | 10/01/2018 | Discussion with leadership to get the data and organize the data to load in RDS |
| Set up development Environment:   * Configure Alexa-App Server / Docker Containers * Set up Version Control – using GitHub/bitBucket | 12/01/2018 |  |
| Set up Authentication Mechanism to access the Skill – Ex- Authentication using DOB/Secret Key/Tokens | TBD |  |
| Design Intent Schema, Custom Slot Types and sample Utterances | TBD |  |
| Integration with Echo Dot. | TBD |  |
| Unit Testing | TBD |  |

1. **QUESTIONS / CONCERNS**
2. Can you help us connect with someone to define the scope and gather test data for the use case targeted for Phase 1?
3. Can you help us connect with someone to review the requirements and the development tasks along with the associated time lines?
4. What should be the appropriate authentication Mechanism?
5. What should be the desired format of the Performance Report Generated?
6. How should we distribute our time since all of us are working on Projects?
7. Will there be anyone to monitor our progress and review the tasks completed?