

Financial Statement Analysis & Reporting Project: Company XYZ

Scope of Work (SOW) Document

Analyst:

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Client/Sponsor:

Company XYZ

Purpose:

The purpose of this project is to construct the financial statements and perform a detailed financial statement analysis & reporting initiative for Company XYZ to provide stakeholders with a comprehensive understanding of the company's financial performance for the past five years of operations.

Scope / Major Project Activities:

The project scope involves extracting, cleaning, and validating accounting data, followed by constructing the historical financial statements (Income Statement, Balance Sheet, and Cash Flow Statement). The analysis phase includes performing horizontal, vertical, and ratio analysis to identify key financial trends and metrics. The final phase focuses on developing interactive financial reporting dashboards for each statement, allowing stakeholders to explore the data with dynamic filters, with thorough testing and refinement to ensure clarity and usability.

This project does not include:

- Financial forecasting of the financial statements
- A business valuation of the company.
- Sensitivity analysis or scenario planning.

Deliverables:

Deliverable	Description
Historical Financial Statements	Construction of the financial statements for the past five years of operations using the cleaned and structured accounting data.
Financial Statement Analysis	Horizontal, vertical, and ratio analysis of the financial statements to reveal key financial trends and performance metrics.
Financial Reporting Dashboards	Interactive dashboards for each financial statement that allow stakeholders to explore the company's financial data and uncover insights.

Schedule Overview / Major Milestones:

Milestone	Expected Completion Date	Details
Data extraction, modeling, cleaning and validation	Day 1 – Day 2	Gather and validate the accounting data.
Construction of the historical financial statements	Day 3 – Day 6	Build the Income Statement, Balance Sheet, and Cash Flow Statement.
Financial statement analysis	Day 7 – Day 9	Perform horizontal, vertical, and ratio analysis.
Financial Reporting Dashboards Development	Day 10 – Day 14	Develop, test, and iterate interactive dashboards for each financial statement.

Expected date for completion

The Project is expected to be completed by September 1.