Statement of Work

A local Tucson charter school Highland Free School is concerned that they do not have the necessary electronic information to safely and efficiently run the school as they would like. The schools primary need is for backup and quick accessibility of essential student information. A centralized information system is the solution that Highland Free School desires. The IT Squad has decided to take on the task of creating a computerized database and interfacing for Highland Free School.

The following is the sequence of events for the Highland Free School project:

* + - Kick off project
    - Plot out project scope and criteria
    - Define the needs and workings of individual modules
    - Define training needs and schedule
    - Take appropriate security measures
    - Set pricing and gather essential rescores.
    - Meet and Share key materials to client for feed back

The database will most prominently be used to create a digital backup of emergency information for the students. The database will include a library of documents and templates along with a student grading and progress report database. Furthermore, the system will be primarily accessed through a central computer but will also be accessible through an intranet system. The emergency information will also be capable of updating a mobile device which will store the emergency information which will include a simple mobile application to access the information. The system also will provide a security intense interface and procedures. Finally the system will be capable of sending mass alert messages to parents.

The emergency backup will be designed for the staff to spend minimal time updating the database, the information will be scanned in via an image file rather than manual input of information. Each new emergency backup entry must include the students first, middle and last name along with the emergency pdf images specific to the student. Other fields of information such as (xxxxx,xxxx,xxx) can be filled in if desired. Updating the progress and grades will be done through a simplified interface which will require the following fields to be completed (xxx,xxxx,xxxx,xxxx,xxx,xxx). The documents library fields; document name, optional name, date added, source and the pdf image. Document name and pdf image fields will be required. The documents library will be populated with all available document files at the time of implementation, it will be the staff’s responsibility to fill all other databases. The staff will be trained on the system and responsible for updating the database once the project is completed on (DATE),

Training will be exclusively provided to administrative users, it will be the responsibility of the administrative users to train any additional staff. The training goal for the staff members will be conducted in 2 meetings or less. Each meeting will be (about 1 hour). The first meeting with all administrative personnel to:

*1. Set up administrative account*

*2. Demonstrate the system and system interfaces*

*3. Go over basic searching and input practices relevant for the system.*

The second meeting will be (about a week later) for support on any complications that the Highland Free School Staff have encountered with the system.

Security needs for the Highland Free school system will be met with an extensive 2 password log in interface. The system will have two account types, one administrative account and one user account. The administrative account will have the ability to update databases and reset passwords. The user database will be limited to searching and accessing database files. Both account types will be prompted password renewal every 90 days. Password renewals will be required for user accounts and recommended for administrative accounts.

The Cost and Expenses include the time and material cost to complete the project starting from the first meeting on (Date) to last day of implementation and training (Date) or later date determined on a case basis with the consent of the client Highland Free School. Highland Free School must also agree to provide all essential materials that only Highland Free School can produce to complete the project in a time frame that matches with the schedule produced by the IT squad. Failure to do so can result in project delays which may affect future project costs. The IT Squad will not require any personal information of the students, parents of students, and any staff not directly involved with the project along with any other information not relevant to the project. Essential materials are expressed in the following list:

* + Blank Forms and Documents
  + Xxxxxxx
  + XXXXXX

Planning will be given to Highland Free School on a need to know basis. The IT squad will set up meetings during the time frame of the project to review material and to gather essential recourses they are needed.