

Petrol-Pump Management System SOW Document

All Rights Reserved

No part of this publication may be reproduced, reformatted or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or through any information storage and retrieval system, currently available or developed in the future, without prior written approval of **Vendor**. This document is protected by copyright law along with local and international treaties.

Document Version

1.0

Date of Document

23rd January 2022

© Copyright 2022-2023

DIGITAL

Contents

1. Document Details.....	5
2. Why Us	6
3. Confidentiality	6
4. Values	7
5. Software Development Life Cycle	7
OUR WORK PHASES:	7
5.1. Project Based Designing	7
5.2. Development phase	8
5.2.1. Front End Development	8
5.2.2. Back End Development	9
5.3. Quality Assurance & Quality Control and Deployment	9
6. Executive Summary	10
7. User Roles and Responsibility Matrix	11
8. Portal Features Specifications	12
8.1. Secure Web Portal	12
8.2. Common Sections:	12
8.3. Log-In	12
8.4. Vendor's profile	13
8.5. Co-operate Client's profile	14
8.6. Report Management	14
8.6.1. Storage report	14
8.6.1.1. Co-relation with the sale sheet	16
8.6.1.2. Shift selling report Purchase and Selling status	16
8.6.2. Profit and Expense sheet	17
8.6.2.1. Amount payable	17
8.6.2.2. Amount receivable	17
8.6.3. Discount report	18

8.6.3.1. Co-operate client report	18
8.6.3.2. Discount report for walk-in	18
8.7. Detailed report	19
8.8. Frequently ask questions sections	19
8.9. Social Media Links	19
9. Super Admin Panel Features	19
9.1. Super Admin Login	19
9.2. Dashboard	19
9.3. Content Management System	19
9.4. User creation	20
9.5. Reports	20
10. Admin Features.....	21
10.1. Log-In.....	21
10.1.1. Password Recovery	21
10.2. Reports management.....	21
11. Cashier Features	21
11.1. Log-In.....	21
11.1.1. Password Recovery	21
11.2. Reports management.....	22
12. Vendor features.....	22
12.1. Log-In.....	22
12.1.1. Password Recovery	22
12.2. Report management	23
13. Co-operate level Customer Panel Features	23
13.1. Log-In.....	23
13.1.1. Password Recovery	23
13.2. Report management	23
14. Task Achievements	24
15. Pricing	24

16.	Project Feature Timeline	25
17.	Technical Overview	25
17.1.	Front End Development	25
17.2.	Back End Development	25
18.	Project Deliverables	25
19.	Resource Allocation	26
20.	Web Portal Deployment Services	26
21.	Quality Assurance and Testing Methods	26
22.	Our Project Process	27
23.	Project Approval	28
24.	Document History	28

1. Document Details

Category	Information
Project Name	Petrol Pump Management System
Version	0.1
Document By	IT- Business Analyst
Document Name	Scope Of Work Document
Status	Initial
Issue Date	22 nd January 2022
Document Category	Internal -External
Privacy Level	Confidential
Disclaimer	This document contains confidential information. Do not distribute this document without prior approval from Vendor .



2. Why Us

A Knowing as much information about the company you are working with is a critical factor in planning. We stand out from the crowd in several ways:

- Unmatched Customer Service. Really "Extreme Customer Service" provides personalized attention, continuous communication, immediate action, and definitive follow-through. We listen and we deliver.
- Helpful Experts. We only hire the best and we invest substantially in their continued education.
- This translates into skilled and happy employees who are dedicated to our clients' success.
- Exceptional Quality. We take pride in our ability to supply excellent solutions. Each is tailored to meet our customers' need and delivered on time.
- Technology and Best Practices. We continually identify, test, and deploy new technologies and refine best practices to make a positive impact on our customers' business.
- Independent and Objective. We are technology agnostic and vendor neutral. Our experts provide you with sound and independent strategic advice.
- Honest and Ethical. We values shape the way we do business. You can read more about them in the section below.

3. Confidentiality

We aim to bring the perfection to your project utilizing its years of experience and technical proficiency. We fully understand the importance of this project and can assure you our great zeal of dedication and hard work that we intend to put in your project. It is an implied obligation at **us** and your part to acknowledge that this document contains some important pieces of information regarding analysis and suggestions which are strictly confidential and tailored to the specific requirement of this project, therefore this document should be treated as a trade secret for privacy purposes.

4. Values

We values shape the way we do our work, the projects we pursue and the interactions we have with our customers, partners and suppliers. We pledge to:

- Be a great company to do business with for clients and suppliers.
- Provide only superior services.
- Foster client communication and provide polite customer service.
- Educate our clients. Stay creative and be forward thinking, proactive, entrepreneurial, and adaptive.
- Promote trust and credibility through legal and ethical conduct.
- Promote diversity of experience, culture, ideas and opinions.
- Contribute proactively to a better community.

5. Software Development Life Cycle

Our 'top priority is your satisfaction. Therefore, we can make sure your Web Portal design is seamless and transparent and all according to your requirement.

OUR WORK PHASES:

5.1. *Project Based Designing*

- Taking reference from the information gathered from the client, it's time to determine the look and feel of your Web Portal.
- Target audience is one of the key factors taken into consideration. As for this system aimed at investment class and for domestic audience, so it will look much different than one meant for another class group. As part of the design phase, it is also important to incorporate other important elements such as the company logo or colors to help strengthen the identity of your company on the Web Portal.
- **Our** web designer will create one or more prototype designs for your Project. This is typically a **.jpg image** of what the final design will look like. Often you will be sent an email with the mock-ups for your web site, while other designers take it a step further by giving you access to a secure area of **Web Portal** meant for the **Client** to view work in progress.

- Either way, our designer will allow **Client** to view your project throughout the design and development stages. The most important reason for this is that it gives **Client** the opportunity to express your likes and dislikes on the design.
- In this phase, communication between both *of us* is crucial to ensure that the final project that will match **Client** needs and taste. It is important that you work closely with our designer, in exchanging ideas, until you arrive at the final design for your **project**.
- At the end, **our** web designer will finalize graphical theme of Web Portal (colors, general look and feel, etc.) along with layout and structure design with all graphical elements required in **project**.

5.2. *Development phase*

5.2.1. *Front End Development*

- At the developmental stage our front-end developer will take all of the individual graphic elements based on the character based designs approved by the client, are gathered to from the prototype developed with the integration of latest front end technologies to enhance UX experience for your customers.
- The custom front end serves as a template for the other informative content pages of your Web Portal, as it contains the main navigational structure for the Web Portals. Once the front end has been created, our developer will take your products and distribute it throughout the platforms, in the specially assigned areas of services and categories.
- The graphical user phase of other following elements is implemented and made functional during this phase, as well such are:
 - CMS (content management system)
 - Sign up and Log In screens
 - Property sections
 - Gallery section
 - Personal profile areas
 - Appointment sections
 - Calendar areas
 - User dashboards
 - Reporting

- This entire time, our developer will continue to make **Web Portals** in-progress site available to you for viewing, so that you can suggest any additional with **in a scope changes** or corrections you would like to have done.
- On the technical front, a successful web site requires an understanding of front-end web development. This involves writing valid HTML / CSS code with latest version that fulfils the current web standards along with user friendly functionality.

5.2.2. Back End Development

- On this stage our Backend developer focuses on databases, scripting, and the architecture of Web Portals and will write code to create logics which connects the front-end output to a database, create user connections and relationship between the project features and flows, user and administrative rules and regulations and at the end powers the web site itself according to the features that are developed previously during front end phase and further approved by the client as well.

5.3. Quality Assurance & Quality Control and Deployment

- At this point, our **QA team** will inspect the final details and test your web site. QA team will test things like as following:
 - User roles
 - The complete functionality of forms
 - Scheduling of appointment
 - Integrated map and features performance
 - Review and rating system
 - User management functionality
 - Activities and other feature functionality check
 - UI/UX reflection according to the approved design
 - Client requirement vs final Web Portal evaluation
 - As well last testing for last minute compatibility issues that is viewing differences between different web browsers, to ensuring that your web site is optimized to be viewed properly in the most recent browser versions.

- Once **client** gives **project** final approval, it is time to deliver the site. **we** registered and deploy **project** with domain name registration and web hosting services, and then project accounts have been setup on provided server, and it is uploaded to the server, the site should be put through one last run-through. This is just precautionary, to confirm that all files have been uploaded correctly, and that the system continues to be fully functional with all functionalities.
- A Web Portal handover document will be signed between the stake holders to officially handover the project with all credentials to **Client**.

6. Executive Summary

As a software development house focused on providing cost-effective desktop, customized software solutions, Web Portal and mobile app development to their valuable clients.

***We** welcome the opportunity to develop a cutting-edge, attractive, eye-catching **Petrol Pump Management System** for the **client** which will provide a platform to the client to automate their current reporting process which include selling and buying readings , shift based entries recording and will help the client in generating end to end reports with respect to the filter suggested below by the client.*

The super admin will be the sole owner of this whole system and can have the right to create or manage the other stakeholders of the portal while admin will be able to manage the complete station activities from specially develop content management system of this portal. Admin will be able to add cashiers and manage their profiles activities on regular basis.

***We** will ensure that it will be user friendly, rich in design system navigation and feature sections will be easy to access so that even a non tech person can also perform his required actions and can get maximum benefits from **Petrol Pump Management System**.*

*This document will share the **Project Financials** with **Project Scope** and **Project Timeline**.*

7. User Roles and Responsibility Matrix

Features	Super Admin	Admin	Cashier	Vendor	Co-operate Client
Secure Login	•	•	•	•	•
Web portal access	•	•	•	•	•
Read only web access				•	
User creation	•				
Add new station	•				
Attachment upload	•	•	•		
User management	•				
Manual reports editing	•		•		
Shift closing and start management	•	•	•		
Reports management	•	•	•	•	•
Download reports	•	•	•	•	•
Client registration	•	•			
Discount management	•	•	•		
Discount grant for walk-in customer	•		•		
Share statement with client	•	•		•	•
Manage storage initial and final readings	•		•		
View storage status	•	•	•	•	
Transaction history	•	•	•	•	•
Transaction proof of payment attachment	•	•	•		
Download transaction	•		•	•	•
Billing history	•	•	•	•	•
Billing attachment	•		•	•	•
Download billing	•	•	•	•	•
Co-operate client billing statement	•	•	•		•
Profit report management	•	•	•		
Time recording of shift					
Expense report management	•	•	•		
Bank statement management	•	•	•	•	

8. Portal Features Specifications

8.1. *Secure Web Portal*

- We will develop this secure Web Portal in such manner that it will showcase the corporate image This customize web portal will highlight your business aims and will be able to fascinate your target audience.
- This Web Portal will have a secure data storage, this feature will kept store the information of all your customers and transaction of each business stations and your business partner and your clients.

8.2. *Common Sections:*

- ***Petrol Pump Management System*** will have its own specially designed header section may which include following sections, every section will include its own business details:
 - Corporate logo
 - With the functionality to download in PNG upon right click
 - My Account Option
 - Log In Option with the provided credentials by the super admin
 - Corporate client
 - Add new client (only for admin)
 - Client list (cashier and admin)
 - Storage Information
 - Add new readings (cashier only)
 - Reading's history
 - Reports
 - Add entries into report
 - List of report
 - Download report
 - Advanced search box feature with standard filters

8.3. *Log-In*

- Web Portal will have the login functionality for the user, user will be able to provide the login credentials for successfully login into the portal.

- Email ID
- Password
- Web Portal will have **Forgot Password** functionality in case any customer forgot his login credentials.
- In order to avoid repeating the login process, customer can select **Remember Me** option in order to directly login into the ***Petrol Pump Management System***

8.4. *Vendor's profile*

- Vendors are those users that will have the read only access in the portal they are responsible to provide the fuel to the multiple station that client have.
- Super admin will be able to create and manages the profile of the vendors into the portal.
- Super admin will create the vendor's profile and share the credentials with them.
- For profile creation this, they will be able to define the following:
 - Vendor name
 - Company's contacts details
 - Storage status
 - Petrol
 - Tank 1
 - Diesel
 - Tank 2
 - Tank 3
 - Fuel limit capacity
 - Tank 1
 - Tank 2
 - Tank 3
 - Financial management
 - Balance report
 - PDF attachment for balance
- Super admin will be able to do any change into vendor's profile

8.5. Co-operate Client's profile

- Super admin will have this privilege to create or manage the client's profile.
- For this super admin is required to add the following details:
 - Client's name
 - Contact details
 - Fuel limit on:
 - Daily
 - Weekly
 - Monthly
 - Credit amount
 - Credit fuel
 - Discount percentage for walk-in customers
 - This functionality allow user to provide the discount to the walk-in customer who are purchasing the fuel beyond the range defined by the super admin against the following categories:
 - Discount 05: will allow 05 percentage off on fuel price.
 - Discount 10: will allow 10 percentage off on fuel price.
 - Discount 15: will allow 15 percentage off on fuel price.
 - Discount 20: will allow 20 percentage off on fuel price.
- Super admin will be able to edit the profile and limit of the client.

8.6. Report Management

- Web portal will empower user to have multiple reports with respect to certain valid filters.
- Each user will have the privilege to view and manage certain reports on the web portal.
- Following are the reports that will be the part of this web portal:

8.6.1. Storage report

- This report will be managed by the shift cashier, but can be view by the super admin, admin and vendor.

- In this report cashier need to add the readings receive from the pump's fuel tank that will be done via mechanical and automatic tools and devices.
 - Elements on these reports are:
 - Product name
 - Tank number
 - Quantity
 - Fuel in Liters
 - Fuel in MM
 - Fractional Difference
 - Date of reading
- This report will highlight the fuel limit at each station so that in case limit touches the crucial mark so user can notify the vendor to provide the supply.
 - Elements on the vendor-based storage report:
 - Vendor name
 - Fuel received
 - Diesel
 - Petrol
 - Reading before supply
 - Automatic
 - Manual
 - Difference from last reading
 - Reading after supply
 - Automatic
 - Manual
 - Date of receiving
- The read only access of this report will be share with the vendor so that vendor can view the latest update regarding the supply.
- Super admin and admin will be able to download this report as pdf.

- User can also have the field on the report to add the comment regarding the fractional error in the reading.

8.6.1.1. *Co-relation with the sale sheet*

- Every time when shift based user updated the selling statics on the portal which includes (Total shift sales - initial reading) that user will find from the pump's machine, then storage report will merge both entries and collectively generate a single value by comparing both.
- This will help the super admin and admin to view the collective storage report from two different processes.

8.6.1.2. *Shift selling report Purchase and Selling status*

- This report will be managed by the cashier, for this report cashier at the start of his shift need to note the reading at the pump machine and at the end of the shift user that is cashier will again need to note the reading at the pump machine.
- This process will help in finding out the total amount of sell done in the certain period of time.
- This report will have the following elements:
 - Type of fuel
 - Petrol
 - Diesel
 - Pump's Machine number
 - Shift selling
 - Initial reading
 - Final reading
 - Fuel purchase status
 - Credit
 - Cash
 - Mode of payment
 - Advance already received
 - Add quantity of fuel, system will automatically subtract the amount and quantity from their account as well and then update it.
 - Amount received

- Discount granted
 - Co-operate level customer
 - Walk in customer
 - Comment against any entry
- User need to repeat the process for each available machine and add the element's based reading on the portal so that system will find out the fuel selling report.
- Super admin and admin will be able to download this report as PDF.

8.6.2. Profit and Expense sheet

- User that is cashier will be responsible to manage this sheet on the portal on this sheet user need to record all the transaction that happened or will happen in future.
- This sheet will comprise upon two different entries that are as following:

8.6.2.1. Amount payable

- On this sheet portal will allow cashier to add all the entries related to the expenses like electricity bill, employee salaries, lunch allowance, advance salaries, maintenance and any credit amount that need to be pay in future.
- For vendor billing, cashier will have the dedicated section where cashier will be able to upload the banking transaction as attachment (will be further view by the vendor as well) and to be consider as the Proof of payment so that vendor can continue the fuel supply for future.
- Super admin and admin will be able to download this report as PDF. In addition, vendor can also download the proof of payment as well in pdf.

8.6.2.2. Amount receivable

- On this sheet portal will allow cashier to add all the entries related to earning like any credit amount that is promise by the co-operate client.
- For Co-operate level client, most of the time they are purchasing the fuel on credit so cashier can attach the billing of credit fuel as well as for the record. So that they can be able to view details along with billing amount as well.
- Super admin and admin will be able to download this report as PDF.

8.6.3. Discount report

- Super admin can create multiple discount packages on the portal as they are offering huge discount to their customer so each discount entry will be recorded on the portal.
- Discount feature is divided in to two categories on the portal that are as following:

8.6.3.1. Co-operate client report

- Super admin created their profile on the portal.
- On the basis of available limits of the fuel, cashier will manage the quantity against these customers.
- Cashier cannot be able to provide them discount other than the fixed amount by the super admin.
- Cashier need to add all the following details on the portal regarding each of this transaction.
 - Client ID
 - Date and time
 - Fuel name
 - Total Fuel limit
 - Fuel supplied
 - Amount status
 - Credit
 - Paid
 - Other
- Co-operate customer will be able to view their status and statics of the reports as well. They can further download the system generated report in PDF as well.
- Super admin and admin can download this report in PDF as well.

8.6.3.2. Discount report for walk-in

- If walk-in customer purchases the fuel equivalent to certain discounted package then in order to retain the customer cashier will be able to provide the discount to the certain user with respect to the criteria defined by the super admin.
- Customer cannot be able to download or view this report
- Super admin and admin can be able to download this report in PDF.

8.7. *Detailed report*

- This is the special report, because it consists upon all the important and relevant details of the report.
- This report will be view by the super admin and admin only.
- This shows the details of each entry like how much money earned by each station, what is the mode of transaction of each payment, what is the

8.8. *Frequently ask questions sections*

- This section is dedicated to assist the users that are cashier, vendor and client to learn about this portal from the available list of questions and answer provided by the client.
- This section is managed by the super admin only.

8.9. *Social Media Links*

- **Petrol Pump Management System** will have social media links that are Facebook, LinkedIn, Instagram and other links so that customers can visit those social media platforms in order to learn more about client.

9. Super Admin Panel Features

9.1. *Super Admin Login*

- Super Admin will be able log in via unique ID and password
- Super Admin will be able to change his login credentials
- System will have forgot password functionality

9.2. *Dashboard*

- A controlling and advanced dashboard will be developed for the super Admin which will have complete necessary features that can share the updates in glimpse with the super admin regarding Web Portal activities.

9.3. *Content Management System*

- System will have advanced CMS feature to manage Web Portal activities that empower super admin to manage all activities.
- CMS will have friendly interface, that assist admin to easily manage overall system

9.4. *User creation*

- Admin will be able to create users to assist himself to smoothen the overall process and manage the portal activities.
- Super admin will have the list of multiple roles and responsibilities that empowers super admin to by simple tabbing on it and create the new user.
- Super admin will create the admin's profile with respect to each pump station and can also define the level of expertise of each admin.
- Super admin can also create the vendor and co-operate customer's profile as well with the available list of privileges.
- Once super admin completed the profile, admin can share login credential with the user either on email or in personal capacity.
- Admin can delete any user any time without any prior notice.

9.5. *Reports*

- Super Admin will be able to view reports with respect to filters **requested by client. (Examples)**
 - Sales report
 - Discount report
 - Co-operate level
 - Walk in customer
 - Selling report
 - Credit report
 - Amount received
 - Against selling fuel
 - Against other
 - Credit amount
 - Storage report
 - Shift start report
 - Shift end report
 - Report for vendor

- Transaction report
 - Account payable
 - Account receivable

10. Admin Features

10.1. Log-In

- This feature will allow the agent to get access to the **Petrol Pump Management System**. For this, they will have to enter their Email ID and password (**Provided by the admin**).
- If the entered details are correct, then the user will be successfully login to the **Petrol Pump Management System**.

10.1.1. Password Recovery

- In case the agents forget their login password then they will be able to retrieve them through this function.
- Agent can share the request with the admin to generate another login credentials for him via email.

10.2. Reports management

- Admin user will be responsible to manage all the reports that are related to their assigned pump station.

11. Cashier Features

11.1. Log-In

- This feature will allow the agent to get access to the **Petrol Pump Management System**. For this, they will have to enter their Email ID and password (**Provided by the admin**).
- If the entered details are correct, then the user will be successfully login to the **Petrol Pump Management System**.

11.1.1. Password Recovery

- In case the agents forgets their login password then they will be able to retrieve them through this function.
- Agent can share the request with the admin to generate another login credentials for him via email.

11.2. Reports management

- User need to manage all entries on the portal, for this user will add all the entries manually.
- It is the firm duty of the cashier to add the following:
 - Fuel available at the start of shift
 - Fuel name
 - Automatic reading
 - Manual reading
 - Fuel available at the end of shift
 - Fuel name
 - Automatic reading
 - Manual reading
 - Discount
 - Co-operate customer
 - Quantity of fuel
 - Walk in customer
 - Discount package

12. Vendor features

12.1. Log-In

- This feature will allow the user to get access to the **Petrol Pump Management System**. For this, they will have to enter their Email ID and password. If the entered details are correct, then the user will be successfully login to the **Petrol Pump Management System**.

12.1.1. Password Recovery

- In case the user forgets their login password then they will be able to retrieve them through this function.
- The customer will only have to enter the email address through which they had registered themselves with the **Petrol Pump Management System**. If the email is authentic than system will send an email

that will be generated and delivered to the email address which will allow the user to retrieve their lost password and login to the **Petrol Pump Management System**.

12.2. *Report management*

- User will be able to view the reports regarding the storage details and billing amount (with bank transactions)
- In addition they can be able to download the banking transaction with details in PDF as well.

13. Co-operate level Customer Panel Features

13.1. *Log-In*

- This feature will allow the user to get access to the **Petrol Pump Management System**. For this, they will have to enter their Email ID and password. If the entered details are correct, then the user will be successfully login to the **Petrol Pump Management System**.

13.1.1. *Password Recovery*

- In case the user forgets their login password then they will be able to retrieve them through this function.
- The customer will only have to enter the email address through which they had registered themselves with the **Petrol Pump Management System**. If the email is authentic than system will send an email that will be generated and delivered to the email address which will allow the user to retrieve their lost password and login to the **Petrol Pump Management System**.

13.2. *Report management*

- User will be able to view the reports regarding the billing amount and the fuel quantity via this portal.
- In addition, they can be able to download the billing amount with details in PDF as well.

14. Task Achievements

Task No.	Project Breakdown
01	Project Start
02	Complete Requirements Gathering and Documentation
03	Development of Project
04	Complete testing
05	Going Live
06	Handover

15. Pricing

Payment Breakdowns	Pricing
Petrol Pump Management System Design and Development	
	(13% of sales tax)

Note:

- Shared prices are **negotiable**, we can discuss price further in meetings.
- Hosting charges of the server will be charge **separately**.
- In case of any **paid API** client need to purchase it, in order to integrate with the system.

16. Project Feature Timeline

Description		Timeline
Phase (Development)	Designs and Planning	
	Frontend Development (HTML, CSS)	
	Backend Development	
	Quality Assurance on complete project	
	Total	

Note: Timeline is suggested on the basis of **tentative** scope of working, it will be revise according to the final approved scope of work by **Client**.

17. Technical Overview

Technically, the scope of the project is break down into following module.

17.1. *Front End Development*

- HTML, CSS, Bootstrap, JavaScript & JQuery

17.2. *Back End Development*

- Programming Language: Laravel

18. Project Deliverables

The following deliverables will be provided to **Client** upon request.

- All Design Source Files
- Live Functional Web Portal with Administrator Credentials
- Video Tutorials on how to manage content.

19. Resource Allocation

Below you'll find *our* 'resource allocations that will be working on this project, to show transparency we've included domain and counts.

- 1 - Project Manager
- 1 - Business Analyst
- 1 - UI/UX Developer
- 1 - Senior Developer
- 1 - Junior Developer
- 1 - Quality Assurance

20. Web Portal Deployment Services

We will provide service to *Client*, to deploy their Web Portal via server operated by *our team*, we will carry the deployment out according to the following process:

- Web Portal upload to provided server
- Configuration of database with the Web Portal
- Ensured of complete checklist
- Increase the security actions by forming some secure parameters
- Configuration of Email accounts to secure and improve connectivity among users

21. Quality Assurance and Testing Methods

The following testing will be done to ensure that the system is highly scalable & generic.

• Unit Testing	• Stress Testing
• Integration Testing	• Acceptance Testing
• Functional Testing	• Regression Testing
• Performance testing	• Beta Testing

22. Our Project Process

We will design a Web Portal to establish an enhanced online presence and to provide information about your Web Portal.

1- INTRODUCTION (SHARING AND GATHERING REQUIREMENTS)

Acquiring all relevant Web Portal information and content from the **Client** as well as development requirements.

2- SCOPE OF WORK DOCUMENTATION

The scope of work document will outline project objectives, specific design and development tasks to be performed, features and functionalities required by the **Client** and relevant timelines for deliverables and approvals.

3- WIREFRAMES AND CUSTOMER CONTENT REQUIREMENTS LIST SHARING

US will share the initial wireframe for approval by the **Client** and commence work once approved. Additionally, detailed content requirements will be requested as well.

4- DESIGN AND COLOR THEME APPROVALS

After approved wireframes, an initial design with the suggested color themes will be sent for approval (if initially proposed homepage design is not acceptable).

5- ENTIRE DESIGN OF THE WEB PORTAL

Entire design of the Web Portal with complete pages, sections and content as per the requirement of the **Client**.

6- HTML VERSION (CLICKABLE VERSION) AVAILABLE FOR REVIEW

An HTML version following complete front-end and back-end development of the Web Portal. This version will be available for review to find potential errors.

7- ALPHA LAUNCH

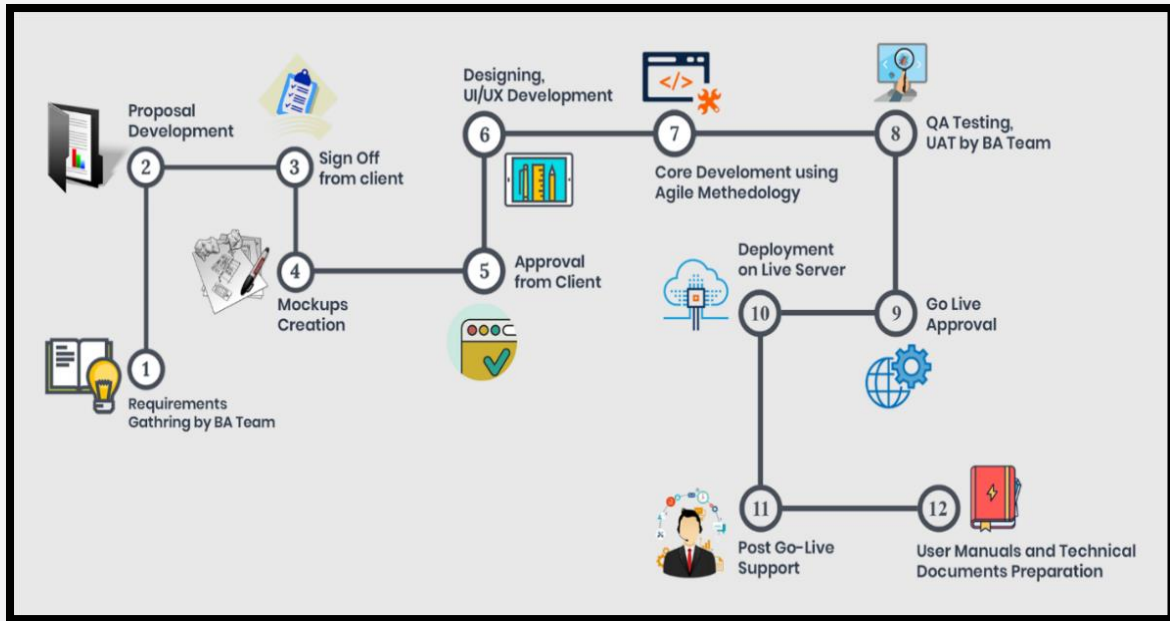
Initial release of the Web Portal where developers and quality assurance experts will use “white-box techniques to find and fix errors.

8- FINAL QA

The final quality assurance inspection of the Web Portal to ensure that all functionalities are working as intended.

9- WEB PORTAL LIVE

Deployment of the Web Portal on the live server.



23. Project Approval

The undersigned acknowledges they have reviewed the **Project Scope with Financial and Timeline** and agree with the approach it presents. By signing this document, **we** and **Business Owner (Petrol Pump Management System)** agrees to start the project officially.

Stake Holders	Designation	Date	E-Signature
Vendor	Service Provider	23 rd January 2022	
<i>Petrol Pump Management System</i>	Business Owner	23 rd January 2022	

24. Document History

Date	Document Title	Version
23 rd January 2022	Scope of Work Document	V 1.0