Statement of Work - Untitled

Document Information

Created: 2025-06-13T12:01:56.670696
File Type: wav
Duration: 1462.741 seconds
Language: en

Documentation Content

Statement of Work (SOW)

- Project Title**: Development of Money Transfer Application Prototype
- Current Date**: June 13, 2025

1. Project Overview

1.1 Project Objectives and Scope

The objective of this project is to design and develop a prototype for a money transfer application that allows customers to send money internationally and manage multi-currency accounts. The prototype will serve as a tool for investor presentations and will include both front-end and back-end development.

1.2 Key Stakeholders and Roles

- **Client**: [Client Company Name] - **Devanshi**: Customer Success Manager - **Tap on**: Head of Sales and Marketing - **Penny**: Co-Founder - **Service Provider**: [Service Provider Company Name] - **Project Manager**: [Project Manager Name] - **Development Team**: [Team Members] - **Additional Stakeholders**: Investors, Regulatory Bodies, Third-party Service Providers

1.3 Project Timeline Overview

The project will be initiated upon signing the Non-Disclosure Agreement (NDA) and will progress through defined phases, with an estimated timeline for prototype delivery of four weeks and full product development following that.

---

2. Deliverables

2.1 List of Project Deliverables

1. Clickable Prototype 2. Front-end Application Development 3. Back-end System Integration

2.2 Deliverable Descriptions

1. **Clickable Prototype**: A visual representation of the application that stakeholders can interact with to demonstrate functionality to potential investors. 2. **Front-end Application Development**: The design and coding of the user interface for both web and mobile platforms, ensuring an intuitive user experience. 3. **Back-end System Integration**: Development of the back-end logic that integrates with third-party APIs for payment processing, KYC compliance, and customer management.

2.3 Acceptance Criteria

- Prototype must be functional and presentable within the agreed timeframe. - Front-end must meet the design specifications provided by the client. - Back-end must successfully integrate with specified third-party services and perform required transactions.

---

3. Project Schedule

3.1 Major Milestones

1. **Kickoff Meeting**: Date TBD post-NDA signing 2. **Prototype Completion**: 4 weeks after project kickoff 3. **Front-end Development Completion**: TBD based on project progression 4. **Full System Integration Completion**: TBD based on project progression

3.2 Timeline and Deadlines

- **NDA Signing**: Immediately - **Prototype Delivery**: 4 weeks post-kickoff - **Final Deliverables**: To be determined during project progression.

3.3 Dependencies

- Signing of the NDA before initiating project activities. - Timely feedback and approvals from the client on deliverables.

---

4. Resource Requirements

4.1 Team Composition

- **Project Manager**: Responsible for overall management and communication. - **Front-end Developers**: Responsible for UI/UX design and implementation. - **Back-end Developers**: Responsible for server-side logic and database management. - **QA Specialists**: Responsible for quality assurance and testing.

4.2 Equipment and Tools

- Development tools (e.g., IDEs, design software) - Project management software (e.g., Jira, Trello) - Communication tools (e.g., Slack, Zoom)

4.3 External Resources

- Third-party API providers for payment processing and KYC compliance. - Any additional external consultants as needed.

---

5. Project Management

5.1 Communication Plan

- Weekly progress meetings to discuss project status and address any issues. - Email updates after key milestones or deliverables. - Use of project management tools for task assignment and tracking.

5.2 Risk Management

- Identify potential risks during the project kickoff and address them in subsequent meetings. - Develop mitigation strategies for identified risks.

5.3 Quality Assurance

- Establish QA protocols for both front-end and back-end components. - Conduct user acceptance testing with client involvement.

---

6. Terms and Conditions

6.1 Payment Terms

- Payment structure to be defined post-approval of the project proposal and deliverables. - Milestone-based payments as deliverables are completed.

6.2 Change Management

- Any changes to project scope must be documented and agreed upon by both parties in writing.

6.3 Termination Clauses

- Either party may terminate the agreement with written notice if project objectives are not being met, subject to terms defined in the final contract.

---

7. Next Steps

7.1 Immediate Actions

- Sign the Non-Disclosure Agreement (NDA). - Client to provide the user journey document for review.

7.2 Decision Points

- Finalize project scope and deliverables during the kickoff meeting. - Confirm timelines and resource allocation.

7.3 Project Kickoff

- Schedule the kickoff meeting following NDA completion to officially start the project.

- Prepared by**: [Your Name]
- Position**: Senior Project Manager
- Date**: June 13, 2025

- [Service Provider Company Name]**
- Contact Information**: [Your Email, Phone Number]
- Client Contact Information**: [Client Email, Phone Number]

This SOW serves as a foundational document for the project. All stakeholders are encouraged to review and provide feedback to ensure alignment on project goals and execution.