

## Statement of Work (SOW) Template – Project Control

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### Project Introduction and Purpose

**Project Name:**

Implementation document processing tool

**Project ID:**

IX-RD-PS-Smartsoft-01

**Client:**

Seguros Patria

**Start Date:**

03/2025

**Project Objective:**

To design and implement a solution in AWS that allows the creation of a solution for reading and processing documents to be able to store information in a database.

This solution should allow documents to be uploaded through a web portal, then these documents are processed and stored in a SQL database according to a predefined structure.

### Project Scope

**Project Description:**

The project will include the design, implementation and training of the solution. This solution must be able to manage the operational load, guarantee availability, monitor resources and offer agile management for the administrator of the platforms.

**Project Deliverables:**

ID	Entregable	Descripción
1	Requirements document	Analysis and requirements collection
2	Architecture and estimation	Architecture and estimation based on requirements
3	Deployment and configuration	Deploying services in the console
4	Training	User guides and training sessions
5	Tests	Access and functionality tests according to initial requirements

## Project Requirements

### Technical Requirements:

1. The solution must have at least 2 Availability Zones.
2. The solution must allow automatic backups to be generated.
3. The solution must have a resource monitoring tool.

### Personnel Requirements:

1. **Design & Architecture Team (Technician):** 1 Solutions Architect
2. **Client Team:** 1 Project Manager, 2 key users from the IT area

### Hardware Requirements:

1. Not applicable.

## Project Schedule

Phase	Start Date	End Date	Responsible
Preparation and Kick-Off Session	03/03/2025	04/03/2025	Project Manager (PM)
Design	05/03/2025	07/03/2025	Solutions Architect
Construction	10/03/2025	09/05/2025	Technical Team
Tests	12/05/2025	13/05/2025	PM / Solutions Architect
Commissioning and support	14/05/2025	16/05/2025	Technical Team / Customer

## Budget and Costs

### Total Estimated Budget:

\$xx,000 USD

### Budget Breakdown:

Phase	Estimated Cost
Preparation and Kick-Off Session	\$xx,000
Design	\$xx,000
Construction	\$xx,000
Tests	\$xx,000
Commissioning and support	\$xx,000

### Risk Management Plan

Risk	Probability	Impact	Mitigation Plan
Delays in the delivery of requirements	Loud	High	Weekly review with the customer to ensure on-time delivery.
Technical incompatibility with the client	Stocking	High	Advance review of infrastructure and technical meetings.
Mid-project scope change	Casualty	Middle	Validation of the scope with the client and formal change control.

### Control and Monitoring Strategy

#### Frequency of Follow-Up Meetings:

Weekly meetings between the project team and the client to review progress, identify blockages, and discuss adjustments.

#### Success Metrics:

- Fulfillment of deliverables on the stipulated dates.
- Customer approval in the system validation phase.
- Positive feedback in training sessions.



## Approval and Signatures

This **Statement of Work (SOW)** is approved by the following parties:

### **Name of the Project Manager (Customer):**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Name of the Project Manager (Supplier):**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_