

## Scope Definition Template and RACI Matrix

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**Project Name:**

Implementation document processing tool

**Project ID:**

IX-RD-PS-Smartsoft-01

**General 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 the 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.

**Main Deliverables:**

ID	Deliverable	Description	Estimated Date
1	Requirements document	Analysis and requirements collection	03/03/2025
2	Architecture and estimation	Architecture and estimation based on requirements	05/03/2025
3	Deployment and configuration	Deploying services in the console	10/03/2025
4	Training	Training sessions	12/05/2025
5	Tests	Access and functionality tests according to initial requirements	14/05/2025

**Out of Scope (Exclusions):**

- Post-implementation maintenance.
- Integration with third-party tools.
- Configuration at the operating system level.
- Review and/or modification of database queries

**Assumptions and Restrictions****Assumptions:**

- The customer will provide the necessary information to start the deployment and configuration.
- The customer is already a partner with signed DSA and has access to ICP.

### Restrictions:

- Maximum budget: \$xx.xxx USD.

### RACI Matrix

**RACI** = Responsible, Accountable, Consulted, Informed

Activity/Deliverable	Project Manager	SA	Technical Team	Customer	Director TI
Requirements document	A	R	C	C	I
Architecture and estimation	I	R	C	C	I
Deployment and configuration	I	C	R	I	I
Training	R	C	R	C	I
Tests	I	C	R	R	I

### Additional Requirements

Any product or service required by the Client that is not included within the scope of the project must be formally requested by the client from Intcomex. At the end of each project milestone, it will be concluded with the signing of the acceptance letter by the client, listing the corresponding deliverables and adhering to the schedule defined and approved by both parties (Intcomex and the client) for these acceptance activities.