

Statement of Work (SOW) Template – Project Control

Project Introduction and Purpose

Project Name:

Migration infrastructure Seguros Patria

Project ID:

IX-RD-PS-SegurosPatria-01

Client:

Seguros Patria

Start Date:

09/2023

Project Objective:

To design and implement a solution on AWS that allows migrating the customer's current workloads, including applications and databases, improving the performance and availability of the service.

This solution should allow the solution to be decoupled into separate components, including the application layer, database, and authentication

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:

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

Personnel Requirements:

- Design & Architecture Team (Technician): 1 Solutions Architect
- Client Team: 1 Project Manager, 2 key users of the IT area, 1 application provider user.

Hardware Requirements:

- Not applicable.

Project Schedule

| ID | Deliverable | Responsible | Start Date | Status | Delivery Date | Resources Involved | Comments |
|----|------------------------------|---------------------|------------|-----------|---------------|--|----------|
| 1 | Requirements document | Solutions Architect | 06/09/2023 | Completed | 30/10/2023 | Technical: Julio Diaz (SA) Customer: Ariel Hosking (TI) | |
| 2 | Architecture and estimation | Solutions Architect | 01/11/2023 | Completed | 15/12/2023 | Technical: Julio Diaz (SA) Customer: Ariel Hosking (TI) | |
| 3 | Deployment and configuration | Technical Team | 02/01/2024 | Completed | 15/04/2024 | Technical: Giovanni Sanchez (SA) Customer: Jeremy Muñoz (TI) | |
| 4 | Training | PM / SA | 16/04/2024 | Completed | 31/05/2024 | Technical: Giovanni Sanchez (SA) Customer: Andres Romero (Training) | |
| 5 | Tests | Technical Team | 01/06/2024 | Completed | 22/08/2024 | Luis Mendoza (Support) Customer: Jeremy Muñoz (TI) | |

Budget and Costs

Total Estimated Budget:

\$xx,000 USD

Budget Breakdown:

| Phase | Estimated Cost |
|------------------------------|----------------|
| Requirements document | \$xx,000 |
| Architecture and estimation | \$xx,000 |
| Deployment and configuration | \$xx,000 |
| Training | \$xx,000 |
| Tests | \$xx,000 |
| Post-production 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: _____