Statement of Work (SOW) Template – Project Control

Project Introduction and Purpose

Project Name:
Implementation document processing tool

Project ID:
IX-RD-PS-Smartsoft-01

Client:
Seguros Patria

Start Date:
08/2024

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

ID	Deliverable	Responsible	Start Date	Status	Delivery Date	Resources Involved	Comments
1	Requirements document	Solutions Architect	01/08/2024	Completed	16/08/2024	*Technical:* Julio Diaz (SA) *Customer:* Jose Reynoso (TI)	
2	Architecture and estimation	Solutions Architect	19/08/2024	Completed	06/09/2024	*Technical:* Julio Diaz (SA) *Customer:* Jose Reynoso (TI)	
3	Deployment and configuration	Technical Team	09/09/2024	Completed	01/11/2024	*Technical:* Giovanni Sanchez (SA) *Customer:* Manuel Segura (TI)	
4	Training	PM / SA	04/11/2024	Completed	15/11/2024	*Technical:* Giovanni Sanchez (SA) *Customer:* Robert Pichardo (Training)	
5	Tests	Technical Team	18/11/2024	Completed	20/12/2024	Luis Mendoza (Support) *Customer:* Manuel Segura (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: _____