

Scope Definition Template and RACI Matrix

Project Name:

Migration infrastructure Seguros Patria

Project ID:

IX-RD-PS-SegurosPatria-01

Main Deliverables:

ID	Deliverable	Description	Estimated Date
1	Requirements document	Analysis and requirements collection	30/10/2023
2	Architecture and estimation	Architecture and estimation based on requirements	15/12/2023
3	Deployment and configuration	Deploying services in the console	15/04/2024
4	Training	Training sessions	31/05/2024
5	Tests	Access and functionality tests according to initial requirements	22/08/2024

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.