**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:**  
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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_