

STANDARD OPERATING PROCEDURES - PROJECT DELIVERY

Summit Digital Solutions, Inc.

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1. PURPOSE AND SCOPE

1. This Standard Operating Procedure ("SOP") document establishes the mandatory procedures and protocols for project delivery within Summit Digital Solutions, Inc. ("Company") for all digital transformation engagements utilizing the Peak Performance Platform(TM) and related service offerings.
2. This SOP applies to all employees, contractors, and consultants involved in client project delivery, including but not limited to project managers, solution architects, technical consultants, and implementation specialists.

2. DEFINITIONS

1. "Project" means any client engagement involving digital transformation services, including AI/ML implementation, IoT integration, or process automation solutions.
2. "Peak Performance Platform" means the Company's proprietary technology stack combining advanced analytics, machine learning, and IoT sensors.
3. "Delivery Team" means all Company personnel assigned to execute a specific client Project.
4. "Project Artifacts" means all documentation, code, configurations, and deliverables produced during Project execution.

3. PROJECT INITIATION PROCEDURES

1. Project Charter Development
 - Project charter must be approved by Chief Digital Officer or designated delegate
 - Scope definition must align with Master Services Agreement
 - Resource allocation plan must be validated by Resource Management Office

- Project risk assessment must be completed and documented

2. Technology Stack Validation

- Compatibility assessment with Peak Performance Platform
- Security compliance verification
- Infrastructure requirements documentation
- Integration architecture approval

4. EXECUTION PROTOCOLS

1. Implementation Methodology

- Adherence to Company's Agile-based delivery framework
- Two-week sprint cycles with defined ceremonies
- Daily status reporting through approved project management tools
- Weekly executive dashboard updates

2. Quality Control Measures

- Code review requirements for all technical deliverables
- Performance testing protocols for AI/ML components
- IoT sensor calibration and validation procedures
- Automated testing coverage minimums

5. RISK MANAGEMENT AND COMPLIANCE

1. Risk Assessment

- Weekly risk review meetings
- Risk register maintenance and escalation procedures
- Mitigation strategy documentation requirements
- Client approval tracking for risk-related decisions

2. Compliance Requirements

- Data privacy and security protocols
- Regulatory compliance documentation
- Audit trail maintenance

- Change control procedures

6. DELIVERABLE MANAGEMENT

1. Documentation Standards

- Required templates and formats
- Review and approval workflows
- Version control procedures
- Client acceptance criteria

2. Intellectual Property Protection

- Code repository access controls
- Proprietary technology safeguards
- Client confidentiality measures
- License compliance tracking

7. PROJECT CLOSURE

1. Completion Requirements

- Deliverable acceptance criteria
- Client sign-off procedures
- Knowledge transfer protocols
- Support transition documentation

2. Archive Procedures

- Project artifact archival requirements
- Documentation retention periods
- Access control protocols
- Audit compliance measures

8. GOVERNANCE AND OVERSIGHT

1. The Project Management Office (PMO) shall:

- Monitor compliance with this SOP
- Conduct quarterly audits of active projects

- Maintain and update procedure documentation
- Provide training on SOP requirements

2. Exceptions to this SOP must be:

- Documented in writing
- Approved by Chief Digital Officer
- Recorded in the compliance database
- Reviewed quarterly for pattern analysis

9. AMENDMENTS AND UPDATES

1. This SOP shall be reviewed annually by the PMO and updated as necessary to reflect:

- Changes in technology capabilities
- Evolution of delivery methodologies
- Client feedback and lessons learned
- Regulatory requirements

2. All amendments must be approved by:

- Chief Digital Officer
- Chief Technology Officer
- Chief Innovation Officer
- General Counsel

AUTHORIZATION

This Standard Operating Procedure is hereby authorized and made effective as of January 1, 2024.

/s/ James Henderson

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James Henderson

Chief Digital Officer

Summit Digital Solutions, Inc.

/s/ Sarah Blackwell

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Sarah Blackwell

Chief Operating Officer

Summit Digital Solutions, Inc.