

STATEMENT OF WORK

RPA Implementation Project

Summit Digital Solutions, Inc.

Effective Date: January 15, 2024

SOW Reference: SDS-RPA-2024-001

1. INTRODUCTION

This Statement of Work ("SOW") describes the Robotic Process Automation ("RPA") implementation services to be provided by Summit Digital Solutions, Inc. ("Provider") utilizing its Peak Performance Platform(TM) and associated methodologies. This SOW is governed by the Master Services Agreement dated March 1, 2023, between the parties ("MSA").

2. PROJECT OVERVIEW

1 Provider shall implement an enterprise-wide RPA solution leveraging its proprietary technology stack to automate key business processes, including but not limited to:

- Accounts payable processing
- Customer onboarding workflows
- Regulatory compliance reporting
- Data reconciliation and validation
- Legacy system integration

2 The implementation shall utilize Provider's Peak Performance Platform(TM) incorporating artificial intelligence and machine learning capabilities to optimize process automation outcomes.

3. SCOPE OF SERVICES

1 **Discovery and Assessment Phase**

- Conduct process mining and analysis
- Document current state workflows
- Identify automation candidates
- Develop ROI models for each process
- Create implementation roadmap

2 ****Design and Development Phase****

- Configure RPA environment
- Develop automation scripts
- Establish integration protocols
- Create test scenarios
- Document technical specifications

3 ****Implementation Phase****

- Deploy RPA bots in staging environment
- Conduct user acceptance testing
- Perform security validation
- Execute production deployment
- Provide knowledge transfer

4 ****Optimization Phase****

- Monitor bot performance
- Fine-tune automation rules
- Optimize process flows
- Document best practices
- Establish governance framework

4. DELIVERABLES

1 Provider shall deliver the following work products:

- Process assessment report
- Technical design documents
- Configured RPA environment
- Automated workflow scripts
- Test documentation
- Training materials
- Implementation guides
- Performance dashboards

5. TIMELINE AND MILESTONES

1 The project shall be executed according to the following schedule:

- Discovery Phase: 4 weeks
- Design Phase: 8 weeks
- Implementation Phase: 12 weeks
- Optimization Phase: 4 weeks

2 Key milestones shall include:

- Process assessment completion
- Design approval
- UAT sign-off
- Production deployment
- Performance validation

6. PRICING AND PAYMENT TERMS

1 ****Fixed Fee Components****

- Discovery Phase: \$175,000
- Design Phase: \$225,000
- Implementation Phase: \$450,000
- Optimization Phase: \$150,000

2 ****Payment Schedule****

- 25% upon SOW execution
- 25% upon design approval
- 25% upon UAT completion
- 25% upon project acceptance

7. PROJECT TEAM

1 Provider shall assign the following key personnel:

- Project Director: 1 FTE
- Technical Architect: 2 FTE

- RPA Developers: 4 FTE
- Business Analysts: 2 FTE
- Quality Assurance: 2 FTE

8. ACCEPTANCE CRITERIA

1 Project acceptance shall be based on:

- Successful automation of identified processes
- Achievement of targeted efficiency metrics
- Completion of knowledge transfer
- Resolution of critical issues
- Documentation delivery

9. ASSUMPTIONS AND PREREQUISITES

1 This SOW assumes:

- Availability of client stakeholders
- Access to required systems
- Timely approval of deliverables
- Stable technical environment
- Completion of security clearances

10. TERMS AND CONDITIONS

1 This SOW is subject to the terms and conditions of the MSA.

2 Any modifications to this SOW must be made in writing and signed by authorized representatives of both parties.

AUTHORIZATION

IN WITNESS WHEREOF, the parties have executed this Statement of Work as of the Effective Date.

Summit Digital Solutions, Inc.

By:

Name: Dr. Alexandra Reeves

Title: Chief Executive Officer

Date:

[CLIENT NAME]

By:

Name:

Title:

Date: