West Texas A&M University 

Blackboard cloud migration

Statement of Work

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September 15, 2022

Approval Sheet

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# 1.0 Introduction

This STATEMENT OF WORK (“SOW”) is made and entered into by [customer] (“Customer”) and [team name] (“[team name]”) on \_\_\_\_\_\_\_\_\_, 20xx.

This document is not intended to serve as a requirements document, a design document, a project plan/schedule, or a ‘to do list’ of all tasks that must be undertaken to complete the project.

## 1.1 Background

## As cloud computing has become more predominant in business’ information infrastructure, there is still services that West Texas A&M University hosts locally to students to provide 24/7 access and support. Blackboard, the service WT uses to connect teachers and students online for assignments, meetings, and information, has a high annual cost to maintain and secure locally which could be lowered by moving to a cloud host.

## 1.2 Project Scope

a. The project will produce a more reliable connection and safer storage to classwork and assignments for students and teachers to connect online.

b. Major features of the project will provide a lower annual cost on maintenance with a higher uptime in reliability to faculty, staff and students to connect online.

c. Server migration, reduction of local hardware and implementation of Blackboard onto the cloud will be monitored throughout the project’s process.

d. Restrictions may include limits on storage, capabilities, and hosting.

e. For any uncertainty in information, such as salaries, annual costs, and access management, I will reach out to the respective parties for adjustments to the project plan.

## 1.3 Project Goals

## The high speed and quick deployment of cloud computing services would be beneficial to WT Students to access and submit lesson assignments to their teachers, as well as server administrators being able to test new ideas for design application architecture without being limited to the on-site hardware WT has. Moving Blackboard to the cloud would also limit the costs of purchasing and maintaining equipment on campus and saving space for other utilities that can be provided. Cloud also offers the most advanced security from internal breach with access management and granular permissions with federated roles to limit who, what, and when they can access sensitive data.

## 1.4 Project Objectives

The project’s objective is to move Blackboard’s host from WT to the cloud to reduce IT infrastructure costs and provide protection and security from cybercriminals. Currently, WT’s mitigates Blackboard for classes and could instead be hosted in the cloud with help from Amazon Web Services (AWS) providing online for student’s access. Although hosting locally is easier for accessibility, there can be downturns with an ever-changing environment of products and services being moved to the cloud and an increase in cybersecurity threats.

|  |  |
| --- | --- |
| **Objective** | **Measurement** |
| Make learning easily accessible | Surveys to users, monitor statuses |
| Insure more reliability | Higher uptime with less downtimes |
| Reduce costs | Less hardware and staffing to financially support |
| Grant access management | Security clearance for appropriate parties |
| Allow for easier maintenance | Staff can easily connect online to adjust as necessary without local clearance |

## 1.5 Project Clients and End Users

Identify the project client and what end users you will be working with.

## 1.6 Responsibilities

List the responsibilities of each team member and client involved.

## 1.7 Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date Modified** | **Author** | **Reason for Change** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 2.0 Business Requirements

## 2.1 Project Deliverables

List relevant deliverables here.

## 2.2 Other Project Activities

List relevant project activities, if any, that are required to support any deliverables.

## 2.3 Project Standards

### 2.3.1 Internal

This project uses [company name]’s internal operating procedures (OP) in order to maintain a consistent software procedure and development methodology across all projects. These OP’s can be found and referenced on the company intranet.

### 2.3.2 External

List external standards being used for this project.

## 2.4 Funding Source/Project Sponsor

Indicate the source of funding for this project.

## 2.5 Project Conceptual Estimate

Summarize subsections mentioned below.

### 2.5.1 Project Scale

Indicate how large this project is expected to be.

### 2.5.2 Project Critical Resources

List resources that are absolutely required for project completion and

### 2.5.3 Project Effort and Duration

Analyze project for effort and duration requirements

|  |  |
| --- | --- |
| **Effort** | **Duration** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

### 2.5.4 Personnel Resource Estimates

List personnel roles and number of positions required.

|  |  |
| --- | --- |
| **Personnel Role** | **Number Required** |
|  |  |
|  |  |
|  |  |
|  |  |

### 2.5.5 Project Cost

Estimate the cost for each personnel role and tally the total personnel cost.

|  |  |
| --- | --- |
| **Personnel Role** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Technology** | **Cost** |
|  |  |
|  |  |
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|  |  |
| --- | --- |
| **Logistics** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Materials** | **Cost** |
|  |  |
|  |  |
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|  |  |
| --- | --- |
| **Contractors** | **Cost** |
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|  |  |
| --- | --- |
| **Indirect** | **Cost** |
|  |  |
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|  |  |
| --- | --- |
| **Other** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |

## 2.6 Schedule Requirements/Constraints

Indicate the schedule the team will be following.

## 2.7 Resource Requirements/Constraints

## 2.8 Project Assumptions and Alternatives

### 2.8.1 Assumptions

### 2.8.2 Project Alternatives

## Risk

Project risks are events that may impact the project’s ability to meet stakeholder goals and requirements. Every project should integrate “Project Risk” into their project plan. The following categories are potential risks (every risk should be addressed by a risk mitigation plan).

* Company Legal Liability.
* Compliance with “Due Diligence” in regard to industry best practices.
* End-User acceptance.
* Loss of funding due to over budget incurred costs.
* Internal resource allocations.
* Timeframe over-runs due to delays.
* Risk event abandonment (risk events must have “risk owners”)

# 3.0 Project Success Criteria

Delivering project deliverables on time and on budget are traditional success factors; consider including the tangible results required by both the project sponsor and all stakeholders. A project may be on time and under budget; however, if the project is of low quality and on time, then the stakeholder goals are no met.   
The following are elements must be taken into consideration for a successful project:

* Project incurred costs fall within the required budget.
* Project deliverables are delivered within the specified timeframe.
* All results meet the established KPIs, if any, as defined by the project scope.
* All success criteria must be measurable and quantitative.

# Attachments