

# **STATEMENT OF WORK (SOW)**

**CLEAR GUARD PROJECT**

**BREATHE GMBH  
AWESOME STREET 3  
SUPERCITY, 123456**

**08.05.2020**



## TABLE OF CONTENTS

INTRODUCTION/BACKGROUND .....	3
SCOPE OF WORK.....	3
PERIOD OF PERFORMANCE .....	3
PLACE OF PERFORMANCE.....	4
WORK REQUIREMENTS.....	4
SCHEDULE/MILESTONES.....	6
ACCEPTANCE CRITERIA .....	7
OTHER REQUIREMENTS .....	7



## **INTRODUCTION/BACKGROUND**

Based on actual global demand and seeing an opportunity in the market, Breathe GmbH has approved the creation of a new line of product called Clear Guard. This with the aim on capitalizing on the actual global situation and in the future, establish itself in a niche of the market in which there are not many competitors. The new product will focus on user comfort, a feature not very characteristic of similar products, while maintaining strict health protection and compliance with official health regulations. A successful development in this direction, would mean great revenue given the current demand, and assuring a quality product would mean establishing the company in the face protection market for the years to come.

## **SCOPE OF WORK**

The scope of the Clear Guard project includes research, development, planning, execution and production of a self-cleaning transparent face mask. As mentioned, the project will include a R&D phase in which a new material that is both protective and transparent will be first researched and based on the results then developed. Also, in this phase, the implementation of a self-cleaning feature will be researched, developed, tested and applied to the final design. In each phase of the development phase, tests will be conducted to ensure compliance with health codes and regulations.

Finally, in the production stage, infrastructure and machinery should be given to be able to produce the masks according to the requirements dictated by the new material and self-cleaning mechanism. Specific deliverables and milestones for each phase will be listed in the Work Requirements and Schedules and Milestones sections of this SOW.

## **PERIOD OF PERFORMANCE**

The period of performance for the Clear Guard project will be from 1st June 2020 to 1st June 2021. This period has taken into account the design and manufacturing time of the product therefore all work needed to achieve this project must be scheduled to be completed within this time period. Any modification, extension or request which will in any way impart the schedule must be directed to the Project Manager for review and consideration.

## **PLACE OF PERFORMANCE**

The Clear Guard will have an in-house production, from procurement of materials to the final production and packaging. Since, a high level of research is involved with regard to the material and its self-cleaning ability, it will have a separate R&D department but within the facility. Regular checks by Quality Assurance departments will be done in order to comply by the guidelines of the health and safety standards of the government. All the review meetings will be held at the facility itself. Further training and development of workers can take place both at the facility and at the training centers. The Marketing and Sales department will be present in different locations based strategically on the target audience to cater to their needs. The After Sales and Customer Service department will work in close vicinity to the Marketing and Sales department.

## **WORK REQUIREMENTS**

As part of the Clear Guard Project different teams inside the company will be responsible for performing tasks throughout various stages of this project. The following is a list of these tasks and the main phases of the project which will result in the successful completion of this project:

Kickoff:

- Create a detailed plan for the project
- Plan the budgeting for the project
- Present plan to head of company

Research phase:

- Research methods of creating transparent breathable material and document the research in a way that can be sorted and developed in later phases.
- Research method for anti-bacterial features and document the research in a way that can be sorted and developed in later phases.
- Research mechanisms for self-cleaning feature and document the research in a way that can be sorted and developed in later phases.

#### Development phase:

- Based on the research for the different topics, select an alternative for each one of the research topics
- Develop material (Including developing a first approach prototype and designing and executing tests to determine functionality and requirement compliance)
- Develop anti-bacterial features (Including developing a first approach prototype and designing and executing tests to determine functionality and requirement compliance)
- Develop self-cleaning mechanism (Including developing a first approach prototype and designing and executing tests to determine functionality and requirement compliance)
- Test for nonfunctional properties (Including factors like quality, robustness and durability)
- Test compliance with health and safety regulations.
- Repeat the process until satisfactory results are obtained in both quality and regulation compliance.

#### Design phase:

- Gather requirements (Both from the stakeholders involved in the project, and from the prototypes and tests of the development phase)
- Create design based on requirements and developed material (Integrate stakeholder's requirements with the results of the R&D phases in order to create a single product)
- Present design to head of company

#### Prototype phase:

- Build prototype based on design (Including acquiring the necessary equipment to produce the complete prototype)
- Test prototype for requirement compliance (Functional and Non-Functional)
- Create small sample and hand to domain experts
- Get medical certification based on prototype
- Start marketing campaign

#### Production phase:

- Develop production plan
- Evaluate and adapt current infrastructure for production
- Prepare production site with required tooling
- Provide customer support
- Produce first batch
- Test first batch for functionality and quality issues and take the necessary corrective measures

#### Project Handoff / Closure:

- Handoff of production plan to operations department
- Review completion of project tasks
- Create and present closure report to company

### **SCHEDULE/MILESTONES**

The below list consists of the initial milestones identified for the project:

SOW Release	01-06-2020
Kick off completed	09.06.2020
Research completed	13.10.2020
Development completed	19-01-2021
Design completed	08-01-2021
Prototype completed	02-03-2021
Training completed	11-03-2021
First batch production completed	16-04-2021
Handoff completed	01-06-2021



## **ACCEPTANCE CRITERIA**

For Clear Guard, the acceptance of deliverables will reside with Head of Marketing while in case a conflict of interest arises, the CEO will make the final decision. The Head of Marketing will maintain a small team of three advisors in order to ensure the completeness of each stage of the project and that the scope of work has been met. The detailed plan will be accepted only if all the board members agree. The acceptance of deliverables of R&D will be done in three stages, first by the Head of Engineering, then by the Quality assurance department and finally by the health and safety regulation authorities.

## **OTHER REQUIREMENTS**

There are no other special requirements.

## **ACCEPTANCE**

Approved by:

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Philip Okonkwo  
C.E.O

Date: 08.05.2020

