

PROJECT MANAGEMENT STATEMENT OF WORK

COMPANY NAME GOD
SOW VERSION v1
DATE SUBMITTED 9/6/2020
AUTHOR Scott Pettyjohn

ORGANIZATION	
CLIENT NAME	University of Louisville Research and Innovation
CLIENT PHONE	(502)-852-6512
CLIENT MAILING ADDRESS	2301 S. Third Street Louisville, KY 40292-0001

PROJECT		
PROJECT NAME	Website Redesign for UofL R&I	
CLIENT	UofL R&I	
PRODUCT	R&I Website	
BEGIN DATE	END DATE	PROJECT DURATION
8/17/2020	12/6/2020	5 Months

ASSUMPTIONS <i>List all made assumptions</i>
The current website copy is up to date
They want to keep the current information on the new website

GOALS	
OBJECTIVE <i>What does the project work to achieve?</i>	
The overarching goal of the project is to improve the current UofL Research & Innovation website. The improvements will increase grants and decrease user frus	
The website should match similar universities in terms of usability and features to keep them competitive and up to date.	
BUSINESS	Higher website traffic, increased engagement
SOLUTION	Increased funding
TECHNICAL	Functioning website
SERVICE	Functioning features
SECURITY	Following University compliance standards

SCOPE OF WORK <i>What does the project entail? What are the delivery methods?</i>
Track progress with a Project Management Tool, update the ERD and Business Rules, and create a Statment of Work.
Four functioning demos of the site will be created. Peer evaluations will be submitted throughout the process to keep the team accountable.
The demos will be showcased via PowerPoint, all other deliverables will be submitted via Blackboard.

MILESTONES	
EST DELIVERY DATE	PROJECT MILESTONE TITLE
30-Sep-20	Demo 1
14-Oct-20	Demo 2
28-Oct-20	Demo 3
16-Nov-20	Demo 4

STANDARD ADHERENCE <i>What industry standards must be followed? How will this process be monitored?</i>
Follow University guidelines, brand adherence, and security compliance
We will align the website with previously set University standards, routine checks will occur

REQUIREMENTS <i>Project Specific Services, products, tasks, etc.</i>
Project Management Software
SQL Server

HUMAN RESOURCES	
JOB TITLE / DESCRIPTION	SKILLS / KNOWLEDGE REQUIRED
Systems Manager	C#, Communication
Systems Analyst	MySQL, Microsoft Access
Database Admin	MySQL, Database Design
Web Developer	MySQL, Database Design, HTML, CSS

CHANGE CONTROL PROCEDURE <i>Describe the process used to implement changes to the SOW</i>
The SoW will be updated when necessary. The version will be updated to the correct number. The user making changes will communicate changes to team

DELIVERABLES & DELIVERY SCHEDULE <i>Project begin and end dates, approximate delivery of major events</i>

DELIVERABLE DATE DUE	DELIVERABLE DESCRIPTION
30-Aug-20	Assignment 2 - Business rules and ERD
6-Sep-20	Assignment 3 - Statement of Work (draft) and final ERD
13-Sep-20	Assignment 4 - Final Statement of Work, first Peer Evaluation, and sample Project Progress Report template
20-Sep-20	Assignment 5 - First Project Progress Report depicting first milestone
27-Sep-20	Assignment 6 - Peer Evaluation 2 and screenshot of Project Development Progress
4-Oct-20	Assignment 7 - Demo 1 PowerPoint
11-Oct-20	Assignment 8 - Project Progress Report 2
18-Oct-20	Assignment 9 - Third Peer Evaluation and Third development PowerPoint
25-Oct-20	Assignment 10 - Project Progress Report 3
8-Nov-20	Assignment 12 - Peer Evaluation 4
15-Nov-20	Assignment 13 - Project Progress Report 4
22-Nov-20	Assignment 14 - Demo 4 PowerPoint and Peer Evaluation 5
29-Nov-20	Assignment 15 - Final Project Progress Report
6-Dec-20	Assignment 16 - Final PowerPoint presentation and Peer Evaluation 6

RATE SCHEDULE		
ESTIMATED COST	DESCRIPTION	
\$6,893	Systems Manager - \$57.44	
\$4,518	DB Admin - \$37.65	
\$4,126	Systems Analyst - \$34.38	
\$8,241	Web Dev. (2) - \$34.34/hr	

POINTS OF CONTACT	
NAME / TITLE	CONTACT INFORMATION
Emily Wantland	emily.wantland@louisville.edu
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BUSINESS TERMS / CONDITIONS	
DURATION OF SERVICES	5 Months
TERMS OF PAYMENT	Free.99

AUTHORIZATION	
CLIENT SIGNATURE	PROVIDER SIGNATURE
CLIENT PRINTED NAME	PROVIDER PRINTED NAME
CLIENT DATE	PROVIDER DATE