

STATEMENT OF WORK (SOW)

BARCODE INFO

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INTRODUCTION/BACKGROUND

The Operations and Maintenance Department of Weather.ph is in need of a major improvement in the system of handling certain data specifically with their weather stations, since the department still utilizes a somewhat primitive methods of handling data such as keeping their data in a single spreadsheet file which is shared among the people in the department. With the help of Mr. Adrian Tobias' and his team of researchers and developers, they will be developing an Asset Management System that includes a web interface that would be User Friendly for the administration of the department to use. This software system is important to Operations and Maintenance Department of Weather.ph because of the reliability at which the system will handle data, reducing redundancy of data and organizing the data for quicker access and utilization. The department realizes the importance of proper data management because the information of the weather stations is at the hands of this department.

SCOPE OF WORK

The scope of work for the WS-AMS includes all planning, execution, implementation, testing and training for the software solution that will replace the existing method. The client would give feedback once the web application or software solution is presented to him. Each stage of the development of this software solution is presented to the client for if there are changes to be made, it is made during the development stage not after the software solution is to be deployed. The client is the final judge if the solution is worthy in being used in their department. Specific deliverables and milestones will be listed in the Work Requirements and Schedules and Milestones sections of this SOW.

Not included in the scope of work for this project is any problem which is not related to the scope of this project.

PERIOD OF PERFORMANCE

The period of performance for the WS-AMS or Weather Station – Asset Management System is for one year (365 days) beginning on June 26, 2016 to June 27, 2016. All work must be scheduled properly so that there are no delays and the project would be deployed on time

PLACE OF PERFORMANCE

The researchers and developers will conduct most of their work in both Asia Pacific College and at Moonville Iris 4624, Bicutan City. The researchers and developers will be required to meet twice a week at Asia Pacific College for documentation purposes as well as regular meetings. Also, meetings with the project adviser are done in Asia Pacific College. For work that is extensive and require longer work hours such as web application development, work is done in 4624 Iris, Bicutan City, due to the allowed longer hours in the area.

WORK REQUIREMENTS

Commented [MJM1]: This section should describe where the work will be performed by the vendor. In some cases the vendor may perform all or some of its work on site at the customer's location. This is usually dependent on the type of industry or work being performed. It is important to define this in case the customer requires the vendor to work at the customer's site and to clarify any equipment and/or work space that will be provided.

The selected vendor for the Website Redesign project will perform a majority of the work at its own facility. The vendor will be required to meet at SCG's facility once per week (day and time TBD) for a weekly status meeting. Additionally, all project gate reviews will be held at SCG's facility and attended by the vendor. SCG will provide and arrange for meeting spaces within its facility for all required vendor meetings. Once the project reaches the training phase, all training will be conducted at SCG's facility.

As part of the Website Redesign Project the vendor will be responsible for performing throughout various stages of this project. The following is a list of these tasks which will result in the successful completion of this project:

As part of the WS-AMS Project, the researchers and developers will be responsible for performing throughout various stages of this project. The following is a list of these tasks which will result in the successful completion of this project:

Kickoff:

- Researchers will research and find out more about the problem within the Operation and Maintenance department of Weather.ph
- Researchers will create a detailed plan which consist of the following stages: Planning, Development, Testing, Implementation, Recording, and Review.
- Researchers will present the plan to the client for approval

Design Phase:

- Work with client to gather all necessary data and information for the web application
- Create site design based on collected requirements
- Develop site design proposal for client approval and feedback
- Present written status at weekly meeting

Build Phase:

- Researchers will code the designed web application
- Researchers will provide client with a detailed testing plan
- Researchers will update the client weekly on the progress of the web application
- Researchers will include all content provided by client on redesigned web site
- Researchers will conduct testing within a controlled environment
- Researchers will resolve any coding and site issues identified in testing
- Researchers will compile a review for the client to check
- Present written status at weekly meeting

Implementation Phase:

- Researchers will implement the newly redesigned web site on SCG servers
- Researchers will provide a contact list of the following members of this research team for any queries or if any problem should occur, the researchers are easily reached
- Present written status at weekly meeting
- Researchers will provide a manual on how to work the program or how to execute the basic commands for the web application

Training Phase:

- Researchers will guide the technician head on how to use the functionalities of the web application
- Researchers will assist the technicians of the Operations and Maintenance department on how to use the functionalities
- Present written status at weekly meeting

Project Handoff/Closure:

- Vendor will provide SCG with all documentation in accordance with the approved project plan
- Vendor will present project closure report to SCG for review and approval
- Vendor will complete the project requirements checklist showing that all project tasks have been completed
- Vendor will conclude 24x7 web support at 11:59pm on the final day of the period of performance
- Present written status at weekly meeting

SCHEDULE/MILESTONES

The below list consists of the initial milestones identified for the Website Redesign Project:

RFP/SOW Release	October 12, 2016
Period of Performance Begins	October 16, 2016
Website Design Review	October 25, 2016
Website Implementation Review	October 30, 2016
Development	November 2 – February 26, 2017
Implementation Complete	March 26, 2017
Training Complete	May 15-20, 2017
Project Completion Review	May 27-29, 2017
Project Closure/Archives Complete	June 26, 2017

ACCEPTANCE CRITERIA

For the WS-AMS the acceptance of all deliverables will be upon the decision of the Operations and Maintenance manager. The manager will create a team of advisers which consist of his following technicians in the same department to check if the web application would meet their standard. They would check if there are any missing features or if there are certain corrections to be made. This is also to ensure if the needed requirements are met. Once every phase is completed, the researchers would contact the client to update them on the progress of the web application.

Once all project tasks have been completed, the software solution will enter the handoff/closure stage. During this stage of the project, the vendor will provide their project closure report and project task checklist to the manager of the Operations and Maintenance department. The acceptance of this documentation by the manager will acknowledge acceptance of all project deliverables and that the researchers has met all assigned tasks from the manager.

Any problems involving completion of project tasks or some disagreement between the client which is the manager of the Operations and Maintenance department and the researchers will be referred to a meeting for review and discussion.

OTHER REQUIREMENTS

All researchers whom would create WS-AMS will submit the manual of the web application. The manual contains specific steps on how to execute and use the features as well as how to create accounts for accessing the information within the web application. All the members of the research team will be granted access to the client's database and all necessary IT functions.

All programming and testing will be done in the specific location where in it is stated in the section which is called the "Place of Performance". That specific location is a controlled environment and after some debugging it would be deployed and implemented in the Operations and Maintenance department.

ACCEPTANCE

Approved by:

_____ Date: _____
<Approvers Name>
<Approvers Title>

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