**Statement of Work**

**Inventory Management Solution**

**Attn: Doc Holliday**

**123 O.K. Street**

**Tombstone, AZ 22222**

**INTRODUCTION**

Chi-Town Gourmet has recently approved Inventory Management Solutions to provide a newly designed inventory application. This application will provide real time inventory management to help them better determine storage and purchasing. It will provide statistical analysis of historical data to help the client determine future storage and purchasing needs. It will provide reporting features for analysis and inventory audit. The solution is to be a web-based design to allow instant global access to data needed by the client to help ensure proper management and growth. It will also provide alert features via email to vendors and managers to ensure availability of stock.

**SCOPE OF WORK**

The scope of work for this inventory management solution will include discovery, execution, implementation, training, and support for an internal secure database and front-end web interface to be hosted by IMS.

**PERIOD OF PERFORMANCE**

The period of performance for the inventory management solution will be 16 weeks, beginning January 23, 2018 and ending May 08, 2018. All work must be scheduled to complete within this timeframe. Any modifications or extensions must be reviewed and approved by the client and I.M.S.

**PLACE OF PERFORMANCE**

Inventory Management Solutions will perform majority of the work at its own facilities. The IMS will be required to meet at Chi-Town Gourmet’ facility once per week (day and time TBD) for a weekly update. I.M.S will also be available through email and phone conversation in business hour to help troubleshoot. Additionally, all project gate reviews will be held at Chi-Town Gourmet ‘s facility and attended by the IMS. Once the project reaches it’s execution phase and the is running stably, the IMSs will manage the application remotely. They shall be available after execution remotely to manage and assist with reports.

**WORK REQUIREMENTS**

As part of the Inventory Management Solutions will be responsible for performing tasks throughout various stages of this project. The following Is a list of these tasks which will result in the successful completion of the project:

Kickoff:

- IMS will create and present detailed project plan including schedule, Work Breakdown

Structure, testing plan, implementation plan, training plan and transition plan.

- IMS will present project plan to Chi -Gourmet for review and approval

Design Phase:

- Work will Chi - Gourmet to gather requirements and establish metrics

- Create site design based on collected requirements

- Develop site design proposal for Chi -Gourmet review and approval

- Present written status at weekly meeting

Build Phase:

- IMS will complete all coding for approved site design

- IMS will provide Chi-Gourmet will a detailed testing plan

- IMS will include all content provided by Chi-Gourmet on better inventory management.

- IMS will conduct testing in both their iLab as well as in a limited release

- IMS will resolve any coding and site issues identified in testing

- IMS will compile a testing report to present to the restaurant for review/ approval

- Present written status at weekly meeting

Implementation Phase:

- IMS will implement the new inventory management system

- IMS will begin providing 24x7 web site support at this point forward until the end

of the period of the performance

- Present written status at weekly meeting

Training phase:

- IMS will provide training in accordance with approved training plan provided in the

kickoff

- Present written status at weekly meeting

Project Handoff/ Closure:

-IMS will provide Chi-Gourmet will all documentation in accordance with the approved project plan

- IMS will present project closure report to Chi-Gourmet for review and approval

-IMS will complete the project requirements checklist showing that all project tasks have been completed

-IMS will conclude 24 x7 web support at 11:59 pm on the final day of the period of performance

- Present written status at weekly meeting

**SCHEDULE**

The list below is the list of the initial milestones identified for the inventory management project

SOW/Release Jan 23, 2018

Vendor selection review jan 27-Feb 8

Vendor selection Feb 9, 2018

Period of performance begins Feb 10, 2018

Software design Review June 10, 2018

Implementation complete april 22, 2018

Training complete May 2,2018

Project completion review May 15, 2018

**ACCEPTANCE CRITERIA**

The C.E.O. of Chi-town gourmet will sign off on the proposal and submit 50% of the monies towards the project total. Then I.M.G. will provide Chi-town gourmet their team of advisors to ensure the completeness of each phase of the project and that the scope of work has been met. Once explained to the C.E.O. of Chi-town gourmet foods He will review and sign off on each completed phase before the next phase is started.

Once all project tasks are complete the project will enter the handoff/closure stage. During this stage of the project, I.M.S. will provide the project closure report and project task checklist to the C.E.O. of Chi-town gourmet. The acceptance of all project deliverables and assigned tasks will be accepted with the signing of this document and all balances will be paid to I.M.S.

Any discrepancies involving completion of project tasks or disagreement between Chi-Town gourmet and I.M.S. will be referred to both organizations’ contracting offices for review and discussion.

# **OTHER REQUIREMENTS**

No other requirements are necessary

**ACCEPTANCE**

Approved by:

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<Faculty Name>

<Faculty Title>