

SCOPE OF WORK (SOW)

Project: Self-Service Reporting System (SSR)

Client: Stephen Sundaralingam & Sunda.Kathir

Project Manager: Nidhi Kumraa

Development Lead: Samad

Timeline: 8 Weeks (2 Months)

Estimated Core Budget: USD \$3,000

1. PROJECT SUMMARY

The Self-Service Reporting System (SSR) will allow users to securely log in, view reports, apply filters, and access only the data they are authorised to see.

The system includes region-based access, role permissions, licensing limits, and full activity tracking.

2. TEAM

- **Project Manager:** Nidhi Kumraa
 - **Development Lead:** Samad
 - Additional technical helpers may be added **at no extra cost** to maintain deadlines.
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3. MAIN FEATURES

User Accounts

- Create, edit, activate, deactivate users
- Assign roles
- Assign region access

Role Permissions

- Map reports to roles
- Permission checks before execution

Regional Access

- Region → Country → State → City
- Auto-filter results per user region

Report Management

- Upload report files
- Store metadata
- Add custom filters (date, region, keywords, etc.)

Report Running

- Apply role + region rules
- Pass filters dynamically
- Open in supported viewer (PDF/Excel/JS viewer, etc.)

Licensing

- Limit concurrent logins

- License pack control
- Alerts for excessive usage

Activity Log

- Login history
 - Report usage
 - Filter usage
 - Error logs
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4. SYSTEM SETUP (TECH STACK)

Frontend

- **React or Angular** (client selects)

Backend

- **Laravel**

Database

- SQL Database (MySQL, PostgreSQL, or client's preferred server)

Security

- Secure login
- Encrypted DB connection
- Full user activity tracking

5. DELIVERY TIMELINE (8 WEEKS)

Week 1 – Setup & Structure

- Laravel setup
- Database architecture
- React/Angular setup

Week 2 – User Module

- Login
- User accounts
- Roles + regions

Week 3 – Permission Rules

- Role logic
- Region filtering logic

Week 4 – Report Management

- Upload report
- Metadata
- Filters

Week 5 – Report Running

- Viewer connection
- Filter execution

Week 6 – Licensing

- Active user tracking
- Session limits
- Alerts

Week 7 – Activity Logs

- Login logs
- Report logs
- Error logging

Week 8 – Testing & Delivery

- Complete testing
 - Fixes
 - Deployment
 - Handover
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6. INCLUDED (FREE)

- Full QA testing
 - 30 days post-delivery maintenance
 - Basic documentation
 - Minor adjustments during maintenance (non-feature additions)
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7. COST & MILESTONES

Core Development Cost: \$3,000

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Mile ston e 1	\$ 7 0 0	Week 1–2: Setup + User module
Mile ston e 2	\$ 8 0 0	Week 3–4: Permissions + Report management
Mile ston e 3	\$ 8 0 0	Week 5–6: Report running + Licensing
Mile ston e 4	\$ 7 0 0	Week 7–8: Logs + Final testing + Delivery

8. EXTRA COST CONDITIONS (UPDATED)

The **\$3,000 covers the core SSR system** described above.

Additional charges apply **only if the client selects extra add-ons**, including:

Third-Party Services & Integrations

- PowerBI
- Tableau
- Zoho Analytics
- Google Looker Studio
- Any paid embedded viewers
- Authentication providers (Azure AD, Okta, Auth0)

Extra Modules

- New reporting formats beyond the core
- Custom dashboards
- Multi-tenant architecture
- API development beyond basic system requirements

Hosting & Infrastructure

- Hosting setup (AWS / Azure / GCP / DigitalOcean / cPanel / VPS)
- Database server costs
- Storage expansion
- Cloud functions, load balancers, or CDN usage

Paid Dependencies

- Any libraries or tools requiring licensing

- Special report viewers that are non-free

Added Scope

- Any new feature requested after SOW approval
- UI redesigns beyond agreed screens

All extra items will be discussed, estimated, and approved before development starts.

9. FINAL DELIVERABLES

- Fully working Self-Service Reporting System (SSR)
- Admin dashboard
- Report upload & configuration
- Role + region rules
- Licensing controls
- Activity logs
- Documentation
- 30-day maintenance