

Inventory Management System for Hirac Tiles Center Using Analytics

Project Documentation Submitted

To the Faculty of School of

Computing and Information Technologies

Of

Asia Pacific College

**Statement of Work (SOW)**

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# **Introduction/Background**

The recently approved Inventory Management System in support of its strategic plan to enhance sales and operations. In order to provide more timely inventory statistics to prospective client and improved inventory retrieval. The inventory management system will focus on building a rich inventory management system which provided simplified and more user-friendly approach. It is imperative that the system would be a platform of fast and reliable inventory data.

# **Scope of Work**

For this project, the team would only focus on the operations of Hirac Tiles Center Bicutan. The proposed system will only be used by the store and its employees. The company has a computer and all warehouse has one, so the team plans on creating a cloud-based system. For educational purposes, the system would be only focusing for the inventory system that would track and manage the system whenever there is a purchase.

# **Period of Performance**

The period of performance for the Inventory Management System is one year (365 days) beginning on June 2017 through June 2018. All work must be scheduled to complete within this timeframe. Any modifications of extensions will be requested through proper channels

# **Place of Performance**

The Executive's principal place of work, subject to reasonable and necessary software requirements, shall be at the corporate headquarters of the Company, which is currently located in Betterliving, Paranaque. In connection with commencing development under this Agreement, the Executive will establish a plan in or around the company. If the Company relocates its corporate headquarters, and thus the Executive's principal place of work, more than 50 miles from his principal place of work immediately prior to such relocation, the team shall, subject to any right to terminate his employment for Good Reason.

# **Work Requirements**

This section should include a description of the actual tasks which the project will require. This should include what tasks need to be completed in order for successful completion of this project/contract. As with all other portions of the SOW, every effort should be made to include as much detail as possible.

As part of the Website Redesign Project the vendor 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 this project:

As part of the Software Project the team will be responsible for performing

Kickoff:

* Vendor will create and present detailed project plan including schedule, WBS, testing plan, implementation plan, training plan, and transition plan
* Vendor will present project plan to SCG for review and approval

Design Phase:

* Work with SCG to gather requirements and establish metrics
* Create site design based on collected requirements
* Develop site design proposal for SCG review and approval
* Present written status at weekly meeting

Build Phase:

* Vendor will complete all coding for approved site design
* Vendor will provide SCG with a detailed testing plan
* Vendor will include all content provided by SCG on redesigned web site
* Vendor will conduct testing in both their iLab as well as in a limited beta release
* Vendor will resolve any coding and site issues identified in testing
* Vendor will compile a testing report to present to SCG for review/approval
* Present written status at weekly meeting

Implementation Phase:

* Vendor will implement the newly redesigned web site on SCG servers
* Vendor will begin providing 24x7 web site support at this point forward until the end of the period of performance
* Present written status at weekly meeting

Training Phase:

* Vendor will provide training in accordance with approved training plan provided in the kickoff
* 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**

This section should define the schedule of deliverables and milestones for this project. Since the SOW often accompanies the RFP for the project, it is imperative that all milestones, tasks, and schedule information are as accurate as possible since vendors will need to consider these items in their proposals.

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

RFP/SOW Release January 2, 20xx

Vendor Selection Review February 1-28, 20xx

Vendor Selection March 1, 20xx

Period of Performance Begins March 2, 20xx

Website Design Review August 31, 20xx

Website Implementation Review November 30, 20xx

Implementation Complete December 31, 20xx

Training Complete February 20, 20xx

Project Completion Review February 25, 20xx

Project Closure/Archives Complete March 3, 20xx

# **Acceptance Criteria**

This section defines how the customer will accept the deliverables resulting from this SOW. The acceptance of deliverables must be clearly defined and understood by all parties. This section should include a description of how both parties will know when work is acceptable, how it will be accepted, and who is authorized to accept the work.

For the Website Redesign Project the acceptance of all deliverables will reside with SCG’s Vice President of Marketing. The VP 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. Once a project phase is completed and the vendor provides their report/presentation for review and approval, the VP of Marketing will either sign off on the approval for the next phase to begin, or reply to the vendor, in writing, advising what tasks must still be accomplished.

Once all project tasks have been completed, the project 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 SCG’s VP of Marketing. The acceptance of this documentation by SCG’s VP of Marketing will acknowledge acceptance of all project deliverables and that the vendor has met all assigned tasks.

Any discrepancies involving completion of project tasks or disagreement between SCG and the chosen vendor will be referred to both organizations’ contracting offices for review and discussion.

# **Other Requirements**

Any special requirements, such as security requirements (personnel with security clearance and what level, badges, etc.) should be described in this section. There should also be a description of any IT access restrictions/requirements or system downtime/maintenance if required.

All vendor project team members will submit security forms to SCG for clearance and access badges to the facility. All vendor programmers and quality control team members will be granted access to SCG servers and all necessary IT functions. They will also be given temporary SGC accounts which are to be used only for work pertaining to the Website Redesign Project. Upon completion of the project these accounts will be closed.

All programming and testing will be done in the iLab. A network outage will be scheduled for the implementation phase of this project. Prior to the network outage, all servers will be backed up and a notification will be distributed to all users.

**Acceptance**

Approved by:

Date:

<Approvers Name>

<Approvers Title>

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