

**Statement of Work Template**

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**Statement of Work (SOW)**

**APC Pre-Registration System**

**Asia Pacific College**

**Date**

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# Introduction/Background

All schools have systems created for students like Enrollment, Pre-registration, Grades Checker, Flowcharts, and Teachers Evaluation. With the use of technology, those features are being used online for easier access and convenience. But, not all schools have all features online.

In APC, the pre-registration system is currently manual wherein students can add subjects in their load at a given period for pre-registering. But before that, program directors of different courses create subjects then passes it to the registrar for verifications like conflicting schedules and correct number of units. Then, the registrar updates the Masters List, where all subjects of all courses and its room, schedule and time are posted. Students are assigned in block sections that follow the same track of subjects and can view it at the Online Student’s Flowchart. The pre-registering starts when a student wants to add subjects due to failure in grades or to be ahead in the track of subjects. Certain steps are needed to be followed by students to successfully add a subject in their load. Problems arise in some of the steps resulting to inconvenience like conflicts of the schedule of the adviser and student and wrong input of subjects in students’ flowchart.

Thus, the researchers proposed an online pre-registering system project to satisfy the students, eliminate such problems (ex. conflicts in schedules, crowded offices) and maximize resources. The focus of this project are the students and their satisfaction because they greatly affect all aspects of the school. For example, if a room is too hot, students would not be able to focus properly and will be uninterested in listening to professors because they need the proper temperature in their classroom, thus, the school provides air conditioners. It is the same with the purpose of this project, which is to provide students what they need to satisfy them and to diminish inconvenience in manual pre-registration.

The project would be a new feature in APC’s FLAVIO System which students can access through Internet in https://www.apc.edu.ph/flavio/inquiry/Login.php. Its existing features include Online Grades Viewer, Student Flowcharts, Masters List and Registration Form. An online pre-registration feature can provide easier accessibility for students and convenience. It eliminates issues in manual pre-registering like conflicts in special cases, waiting time for the adviser in their office and the inconvenience of walking up and down the stairs.

# Scope of Work

The online pre-registration project will be solely used by the APC Community. It will be integrated with the FLAVIO System for easy access and will require authentication for security purposes. Adding of subjects will be the project’s main feature. Once a student fills in the required fields for adding a subject, the request will be sent to the system where it sends the request to an adviser.

Crashing of the pre-registration feature due to error in the code will be examined by the group members about such problems like overloading of database will be examined by ITRO staff. Also, special cases (ex.: accreditation of subjects, advance taking of subjects, adding a subject even if maximum units are already met, etc.) would be settled manually for it requires human interaction in order to analyze further whether it is allowable.

# Period of Performance

The period of performance for the APC Pre-Registration System will take one year on the beginning of September 2016 to December 2017. All work must be scheduled to complete within this timeframe. Any modifications or extensions will be requested to the designated professor for review and discussion.

# Place of Performance

The project will be used at Asia Pacific College, as well as its sister schools.

# Work Requirements

As part of the APC Online Pre-Registration Project, the team 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:

Kickoff:

* The team will create and present detailed project plan including schedule, WBS, testing plan, implementation plan, training plan, and transition plan
* The team will present project plan to the adviser and consultants for review and approval

Design Phase:

* Work with adviser and consultants to gather requirements and establish metrics
* Create user interface design and database design based on collected requirements
* Develop site design proposal review and approval
* Present project status reports at weekly meeting

Build Phase:

* The team will complete all coding for approved site design
* The team will provide advisers and consultant with a detailed testing plan
* The team will conduct testing inside Asia Pacific College
* The team will resolve any coding and site issues identified in testing
* The team will compile a testing report to present to the adviser and consultants for review/approval
* Present written status at weekly meeting

Implementation Phase:

* The team will implement the newly redesigned project
* The team will pass to the ITRO the 24/7 web site support at this point forward until the end of the period of performance
* Present written status at weekly meeting

Training Phase:

* The team will provide training in accordance with approved training plan provided in the kickoff
* Present written status at weekly meeting

Project Handoff/Closure:

* The team will provide the adviser and consultants with all documentation in accordance with the approved project plan
* The team will present project closure report to adviser and consultants for review and approval
* The team will complete the project requirements checklist showing that all project tasks have been completed
* The team 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 APC Online Pre-Registration System Project:

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | **9/27/2016** | **Angelica Ruiz** | Document created |
| 2.0 | **10/03/2016** | **Diego Gloria** | Updated   * Revisions on Onenote, Wiki * Approval of Adviser Request * Bluemix accounts |
| 3.0 | **10/09/2016** | **Jairus Roguel** | Started to set-up Bluemix and phpMyAdmin |
| 4.0 | **10/16/2016** | **Angelica Ruiz** | Updated   * Revisions on Wiki * Approval of Consultants Request * Presentation on first draft of Statement of work & Vision and Scope |
| 4.1 | **10/22/2016** | **Diego Gloria** | Changed   * Dates in milestone deliverables over last period due to typographical errors (Milestone: Consultant Requests)   Updated   * Gathering of manual pre-registration system rules |

# 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 The team 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 The team, 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 The team 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 The team has met all assigned tasks.

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

# Other Requirements

There is a security requirement for the system because the students’ data must always be protected. Also, the ITRO will handle all crashes in the database and servers of the school. The team will have full access to the system for maintenance and improvements. The system will be programmed and tested inside Asia Pacific College, but if needed, the team may meet up on a certain venue to work on the system.

**Acceptance**

Approved by:

Date:

<Approvers Name>

<Approvers Title>

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