

**Statement of Work Template**

This Statement of Work Template is free for you to copy and use on your project

and within your organization. We hope that you find this template useful and

welcome your comments. Public distribution of this document is only permitted

from the Project Management Docs official website at:

[www.ProjectManagementDocs.com](http://www.ProjectManagementDocs.com)

**Statement of Work (SOW)**

**Asia Pacific College**

**#3 Humabon Place**

**Makati City, 1232**

**Date**

**Table of Contents**

[Introduction/Background 1](#_Toc332473318)

[Scope of Work 1](#_Toc332473319)

[Period of Performance 1](#_Toc332473320)

[Place of Performance 1](#_Toc332473321)

[Work Requirements 1](#_Toc332473322)

[Schedule/Milestones 1](#_Toc332473323)

[Acceptance Criteria 1](#_Toc332473324)

[Other Requirements 1](#_Toc332473325)

# Introduction/Background

Loyola Student Center (LSC) has approved the development of their current system to enhance service offered by Loyola Student Center. In order to improved student interaction with the system, the development of their current system will focus on creating the reservation and enrollment processing, which provides to easily manage the students’ records and transaction and improvement of the current system of Loyola Student Center. The main purpose of the project is for the facility and its student to extensively save time and effectively reduce costs Loyola Student Center management anticipates that the improvement of their current system will move the company forward and to accommodate more student who wants to avail service offered by the LSC facility.

# Scope of Work

Loyola Student Center enrollment system is an online enrollment system where student can reserve or enroll a review class Loyola Student Center offers using the frontend website. While the admin can manage the records of the student using the backend system.

The objectives of the project are the following:

* To improve the website of Loyola Student Center
* To add an account creation feature to the website
* To add a reservation and enrollment system
* To create a database to store the information inputted by the user

The features stated above should be done before the S.Y. 2016-2017 Term 2 ends which is on December 22, 2016 and the facility will be able to use it on the first month of year 2017.

This project is only applicable for the Loyola Student Center since the facility is the client of the project. Loyola Student Center Enrollment System is significant for the facility because it can help the existing system to be improved from paper-based system to an electronic-based system. Therefore, it can help the management and the students to process reservations and enrollment easily and efficiently.

Not included in the scope of work for this project is the reservation and enrollment process of tutorial classes.

# Period of Performance

The period of performance for the LSC Enrollment System is three school terms beginning on January 2016 through December 2016. All work must be scheduled to complete within this timeframe. Any modifications or extensions will be requested through LSC and developers contracting officers for review and discussion.

# Place of Performance

The selected developer for the enhancement of the current system of Loyola Student Center will perform a majority of the work outside the LSC facility. The developer will be required to meet at Loyola Student Center facility at least once a month for the consultation and status of the system. Additionally, all project presentation will be held at Asia Pacific College attended by the panelist, client, class adviser and the project developer. The project developer will provide and arrange for meeting spaces within the Loyola Student Center facility and attended by the LSC management. Once the project reaches the training phase, all training will be conducted at Loyola Student Center’s facility.

# Work Requirements

As part of the Loyola Student Center Enrollment System the developers 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:

* *Developers will create and present detailed project plan including schedule and WBS*
* *Developers will present project plan to LSC for review and approval*

Design Phase:

* *Work with LSC to gather requirements*
* *Create site design based on collected requirements*
* *Develop site design proposal for LSC review and approval*
* *Send written status weekly to LSC’s email address*

Build Phase:

* *Developers will complete all coding for approved site design*
* *Developers will include all content provided by LSC on redesigned web site*
* *Developers will resolve any coding and site issues identified in testing*
* *Developers will compile a testing report to present to LSC for review/approval*
* *Send written status weekly to LSC’s email address*

Implementation Phase:

* *Developers will implement the newly redesigned web site on LSC servers*
* *Send written status weekly to LSC’s email address*

Training Phase:

* *Send written status weekly to LSC’s email address*

Project Handoff/Closure:

* *Developers will provide LSC with all documentation in accordance with the approved project plan*
* *Developers will present project closure report to LSC for review and approval*
* *Developers will complete the project requirements checklist showing that all project tasks have been completed*
* *Send written status weekly to LSC’s email address*

# Schedule/Milestones

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

Proposal of System February 23,2016

Requirements Gathering July 18, 2016

Development of System August, 1-September 2, 2016

System Review September 9,2016

Developer Selection September 15,2016

Finalizing of System Requirements September 20,016

*RFP/SOW Release January 2, 2016*

*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

For the LSC Enrollment System, the acceptance of all deliverables will reside with LSC’s Board of Director. Once a project phase is completed and the developers provides their status/presentation for review and approval, the Board of Director will either sign off on the approval for the next phrase to begin or reply to developers, in writing, advising what task 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 developers will provide their project closure report and project task checklist to LSC’s Board of Director. The acceptance of this documentation by Board of Director will acknowledge acceptance of all project deliverables and that the developers has met all assigned tasks.

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

# Other Requirements

All programmers will help the client in any possible way when the facility encounters a problem with the system.

**Acceptance**

Approved by:

Date:

<Approvers Name>

<Approvers Title>

This free Statement of Work Template is brought to you by [www.ProjectManagementDocs.com](http://www.ProjectManagementDocs.com)