**Statement of Work (SOW)**

**Asia Pacific College**

**3 Humabon Place, Magallanes**

**Makati City, 1232**

**October 12, 2016**

**Table of Contents**

[Introduction/Background 2](#_Toc332473318)

[Scope of Work 2](#_Toc332473319)

[Period of Performance 2](#_Toc332473320)

[Place of Performance 3](#_Toc332473321)

[Work Requirements 3](#_Toc332473322)

[Schedule/Milestones 4](#_Toc332473323)

[Acceptance Criteria 5](#_Toc332473324)

[Other Requirements 5](#_Toc332473325)

**Introduction/Background**

The principal of Ville Saint John Academy has approved an Intranet Based System Project that will be developed by the Information Technology Students of Asia Pacific College. The system intends to automate the services being done by the Registrar of the school such as enrollment, student record keeping, and etc. The system will also compile the schedule of each faculty which will be assigned by the head of each Department. The system also intends to automate the grading system of the school which will allow the teachers to submit their grades and can be viewed by students online.

**Scope of Work**

The scope of work for the Registrar Services and Grading System would only focus on the Registrar Department of the school and HR department. It also includes providing a schedule for both student and faculty according to their assignment or section, compilation of student’s grades which will be verified by the class adviser. The system would be an intranet based system which make it accessible only inside the school. The system will also have a user control which will limit the access of the user. The system developer would ensure that each function of the system will be based on the requirements of the school.

**Period of Performance**

The period of performance for the Registrar Services and Grading is one year, beginning on first PBL subject (INTSDEV) which is on January 11, 2016 until the last day of CSPROJ which is on December 23, 2016. All the requirements for system development should be completed on the specified timeframe. Any modifications requested by the client will be done on the next PBL subject next term.

**Place of Performance**

The users of the Registrar Services and Grading System will perform the work at the school itself since it will be an intranet based. Other needed information from the principal and the different department head will be submitted through the system. Once the project completed and accepted by the client, the training for the usage of the system will be conducted at their facility.

**Work Requirements**

**T**he Registrar Services and Grading Systemthe will be responsible for monitoring every task throughout various stages of this project.

Kickoff:

* Project Manager will create and present detailed project plan including schedule, WBS, testing plan, implementation plan, training plan, and transition plan
* Project team will present project plan to adviser and client for review and approval

Design Phase:

* Systems developer will gather information and business requirements from the client
* Systems developer with the help of the project adviser will create a design based on the collected requirements
* Systems developer will develop site design proposal for the client’s review and approval
* Present system proposal to adviser and client at weekly meeting

Build Phase:

* Systems developer will complete all coding for approved site design
* Systems developer will provide the client with a detailed testing plan
* Systems developer will present the changes made after an iteration
* Systems developer will conduct testing
* Systems developer will make changes on the identified issues in testing
* Systems developer will compile a testing report to present to adviser/client for review and approval
* Present system proposal to adviser and client at weekly meeting

Implementation Phase:

* Systems developer will implement the intranet based system on adviser and client servers, if approved
* Present status to adviser/client at weekly meeting

Training Phase:

* Systems developer will provide training in accordance with approved training plan provided in the kickoff
* Systems developer will begin providing support for the implementation and adaptation to the system at this point forward until the end of the period performance
* Present status to adviser/client at weekly meeting

Project Handoff/Closure:

* Systems developer will provide adviser and client with all documentation in accordance with the approved project plan
* Systems developer will present project closure report to adviser/client for review and approval
* Systems developer will complete the project requirements checklist showing that all project tasks have been completed
* Present status to adviser and client at weekly meeting

**Schedule/Milestones**

The below list consists of the initial milestones identified for the web based system:

SOW Release February11, 2016

Systems analyst selection review February 26, 2016

Systems analyst selection March 10, 2016

Period of Performance begins June 22, 2016

Website Design Review July 23, 2016

Website Implementation Review September 19-December 22,2016

**Acceptance Criteria**

For the Registrar Service and Grading System, the acceptance of all deliverables will reside with the school’s registrar and principal. The project manager will ensure to have 1 project adviser and 2 project consultants to ensure that each stage and function of the project and that the scope of work will be met. Once a project phase is completed and the system developer provides their report for review and approval, the school’s registrar and the principal will either sign off on the approval for the next phase to begin, or reply to the systems developer, 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 systems developer will provide a project closure report and project task checklist to adviser and client’s project manager. The acceptance of this documentation by the principal and the school’s registrar will acknowledge acceptance of all project deliverables and that the project team has met all assigned tasks.

Any disagreements involving completion of project tasks or disagreement between adviser/client and the project team will be referred to both organizations’ contracting offices for review and discussion.

**Other Requirements**

**Acceptance**

Approved by:

Date: October 12, 2016

Mr. Jose Eugene Quesada

Project Advisor