

PROJECT MANAGEMENT DOCS

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STATEMENT OF WORK TEMPLATE

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STATEMENT OF WORK (SOW)

COMPANY NAME
STREET ADDRESS
CITY, STATE ZIP CODE

DATE

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INTRODUCTION/BACKGROUND

The existence of data corruption has always been an issue in technology. Data that traverses through devices are important in today's society. Most of the transactions right now is converted to a much easier system. The number of people whom using automation increases together with their data usage while there are only few ways to protect themselves from data corruption. The most popular is the back-up of data. Usually data back-up is done as a weekly routine so that if failure occurs in some point in time, then you can at least recover the files that you have during the past week.

Since this practice can actually consume a lot of time and effort, the team of data corruption conceptualizes an idea of creating a software application that could offer a real-time back up capability. To address the problem of data corruption that could potentially cause despair to people.

SCOPE OF WORK

The scope of work for the innovation includes all planning, execution, implementation, testing and training that would outperformed the existing solutions on data corruption. Each stage of the project will be documented and will properly be guided by its adviser. The feedback would be acquired through series of survey after the application was created.

PERIOD OF PERFORMANCE

Since time is of the essence, each day should properly be scheduled to ensure that the final product would be finished on time. The period of performance is one year (365 days) beginning on July 17, 2016 through July 18, 2017.

PLACE OF PERFORMANCE

The place of performance is mostly located on the vicinity of Asia Pacific College and on the Villamor air base. The researchers are required to have a meeting at least once a week, to monitor the overall progress of the system to prevent delays from happening and to update.

WORK REQUIREMENTS

The Data corruption project 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 researchers will research and educate themselves on different ways how to solve the issue of data corruption.
- The researchers will create a scheduling of task that can be presented through a WBS, table and other visual presentation.
- The researchers will present the plan to its adviser for approval.

Design Phase:

- Create system design based on collected requirements
- Develop System design proposal for a panel to review and approval
- Present written status at weekly meeting

Build Phase:

- Developers will complete all coding for approved system design
- Developers will provide their adviser with a detailed testing plan
- Developers will include all content provided by the adviser on redesigned software
- Developers will resolve any coding and site issues identified in testing
- Present written status at weekly meeting

Implementation Phase

:

- The team will implement the newly redesigned software on an external storage device or flash drive.
- 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 s will provide the adviser with all documentation in accordance with the approved project plan
- The team will present project closure report to adviser for review and approval
- The team will complete the project requirements checklist showing that all project tasks have been completed
- Present written status at weekly meeting

SCHEDULE/MILESTONES

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

RFP/SOW Release	Oct 13, 2016
Period of performance begins	Oct 26, 2016
System Design Review	November2, 2016

Website Implementation Review	November 10, 2016
Implementation Complete	November 20, 2016
Development	November 20 – Feb 19, 2017
Training Complete	February 20, 2017
Project Completion Review	February 25, 2017
Project Closure/Archives Complete	March 3, 2017

ACCEPTANCE CRITERIA

For the data corruption project, the acceptance of is accomplishing at least 90-100 % of the mile stone deliverables. Each milestone would be check and consulted by the projects consultant and advisor, to check if there are existing inconsistencies that should be check or corrections that has been made. Any problem that would be identified during the creation would be solved by the team's developer. This project will be considered accepted if all the main functions were observed and all the task and miles stones were finished.

ACCEPTANCE

Approved by:

_____ Date: _____
<Approvers Name>
<Approvers Title>

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