**Scope of Work for Gilead -** **Mobile Phone Program – Enrollment & Stipend app – MVP**

**Background and our understanding**

As part of the Gilead Mobile device policy, apart from Gilead owned devices Gilead has also adopted BYOD (bring your own device) policy. As per this policy, employees, and contractors are required to register their personal devices to its MAM (Mobile Access Management) system. Gilead also pay monthly stipend to its USA based employee (not to contractors) upon enrollment of their personal mobile device into the system. Currently, Gilead is using a .Net based custom built application (Stipend Application) for its USA based employee to register and apply for the stipend program. The current stipend and MAM system are disjointed, there is lack of consistency between employees who registered in MDM system and employees who applied for the stipend program.

Gilead is desiring to build a system which will become single point of system for Mobile registration and stipend program. To assist in this initiative, Gilead has engaged WinWire to design and implement the new Mobile Phone Program – Enrollment & Stipend app – MVP. This app is planned to be implemented in multiple phases. As part of the MVP, this application will be rolled out to USA employees and contractors only and will replaces legacy USA Stipend Application. In the subsequent phases system will be rolled out to users in other regions. The high-level objectives of this engagement will be to build a system which will

1. Act as single point system for users to request approval to enroll their personally-owned mobile device into Gilead’s BYOD program
2. Allow employees to opt for/out of stipend program if available in location and they are eligible
3. As part of policy enforcement, users must agree to terms and conditions before submitting request to enroll and system should track the agreement in the system
4. With the intent to control the enrollment, system should expire the enrollment after a given time which will trigger reenrollment by the user
5. Will integrate with Gilead MDM (Microsoft Intune) solution to automatically trigger the registration/de-registration process in MDM (Microsoft Intune) solution
6. System will send monthly lists of stipend users with amounts to country specific payroll depts
7. Will integrate with MDM (Microsoft Intune) solution to periodically monitor active registered users and ensure consistency between two systems
8. Enable reporting capabilities (not for MVP) which will provide insight into the enrollments into the program

**Planned Scope and Activities**

Following activities are identified to be part of scope for the implementation of the Enrollment & Stipend app – MVP

1. Below are the high-level requirements to be part of the MVP
   1. **Registration/de-registration of device and raise request for stipend**
      1. System should enable user to log into the system using its Gilead credentials
      2. The system shall determine if the user is an employee or contractor
      3. The user shall select the stipend tier to be considered for their request (user can request any stipend amount which is subject to manager approval, only if users are eligible for the stipend)
      4. The system shall present the user the stipend tiers based on country (USA for MVP)
      5. The system will present the terms and conditions for enrollment to the user
      6. The system will only let the user enroll if the user agrees to the terms and conditions for the stipend program
      7. The system will store the date and time the user agreed to the terms and conditions
      8. The system should allow users to request an increase/decrease in the stipend amount
      9. System shall allow employees (in some circumstances) to opt out of stipend
      10. The System shall present opt-out agreement and will track user acceptance of agreement
      11. System should link back to Device enrollment information on G.Net portal
   2. **Manager approval process**
      1. The system will send line managers an email requesting approval for enrollment
      2. The system will allow managers to login to view pending enrollment / stipend requests in the queue
      3. System will let manager approve/reject individual stipend requests (individual and bulk)
      4. If approved, the system will send users email with a link to enrollment instructions informing them they have been approved to enroll a personal device
      5. If rejected, the system will send users email informing them their request for enrollment has been denied
      6. System will display a summary of all approved stipends for a given manager
   3. **Admin functions**
      1. MVP Only: System will not need to have admin function to update stipend information (tiers, descriptions, amounts) for USA. This could be stored in a configuration file
      2. MVP Only: System will hard-code the stipend approval hierarchy as applicable: (Define up to two levels of approval and define the level that can be self-approved)
   4. **Integrations** 
      1. System shall integrate with Gilead Active Directory
      2. System shall send payroll list of users currently receiving stipend with the stipend level each month
      3. The system will update the AD group with the approved users for enrollment in the Gilead Device Management (MS Intune)
2. Project should follow Gilead’s Agile SDLC process
3. Conduct requirement gathering sessions with Gilead team and prepare user stories
4. Conduct backlog grooming sessions with Gilead team
5. Prepare user interface (UI) mockups for the system and present it to Gilead team and gather feedback & sign off
6. Prepare technical architecture and design and present it to Gilead team and gather signoff
7. Develop /test / deploy the application in Gilead’s environment env
8. Coordinate and conduct Gilead user testing and present work-in-progress demos
9. System development and unit testing with periodic sprint demos to Gilead team
10. System testing and bug fixing
11. Create test plan and strategy
12. Create scenarios and test cases
13. Perform system testing and bug fixing
14. Support user acceptance testing done by Gilead team
15. System go-live and cutover from current system to new system

**Out of Scope:**

1. Any activities not defined as part of Planned Scope & Activities section of this document
2. Resolution of any existing functionality in the current system
3. Procurement of any hardware and software licenses

**Assumptions**

For this scope, we have made the following assumptions:

1. Gilead IT team will provide all necessary access to relevant systems, network and documentation including VPN connectivity (if required) for remote access to necessary environment
2. Gilead team will be available for conference calls, meetings to provide clarifications whenever required and help the engagement move ahead

**Planned Deliverables**

1. Backlog – User stories, Sprint plan
2. User Interface (UI) mockups
3. Detailed Design document
4. Test execution plan and test cases
5. Implemented system as per scope defined in above section and user training manual