CONTRACT OF WORK (E-Solutions)

### Issued to E-Solutions

### 

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# Introduction

The project is put in place for E-solutions retail company, the reason for this project is to manage the company’s move into a new warehouse to enable the launch of the company’s E-commerce department.

# Background Information

The E-solutions project is put into place in order to manage their move into a new warehouse to enable the launch of the e-commerce department. The project will include designing the layout of the warehouse, supplying and installing a telecommunication system, putting fixtures and fittings, data capture points as well as a suite of hardware and software. The new warehouse should be able to run an online retail shop, an order tracking and processing system, secure payment system that will link to the current accounting system. The purpose of this project is to gain e-commerce services

# the users/stakeholders.

1. Project Manager – changes after each project phase
2. Client – E-Solutions
3. Sponsor -
4. Team members

# Goals and Objectives

* To completely move into a new warehouse in 23 weeks
* To order all material needed for the project well in time for delivery
* To hire the relevant contractors well in time before their task start date

# Scope of Work

The purpose of this project is to have an E-commerce department moved into a new house in 23 weeks. This will be done by designing the layout of the project, supplying all necessary material to contractors for installation of a telecommunications system, fixture and fittings, data capture points and an integrated suite of hardware and software.

# Deliverables

1. A functional Telecommunications system
2. A functional network system
3. A working order tracking and processing system as well as a secure payment system linked to the current accounting systems
4. Properly organized and fitted warehouse.

# Milestones

|  |  |
| --- | --- |
| Milestone | Estimated Delivery Date |
| Start of the project | 04/06/2018 |
| RFP release | 04/06/2018 |
| Finalize the design | 04/07/2018 |
| Installation complete | 24/07/2018 |
| Completion | 26/08/2018 |
|  |  |
|  |  |

# Period of Performance

|  |  |
| --- | --- |
| Project Period | 23 weeks |
| Project start date | 04/06/2018 |
| Project end date | 09/11/2018 |

# Specific Requirements

List and describe the specific requirements. List specific products, tasks and services that are required to be delivered or produced.

# Resource Requirements

## MATERIALS RESOURCES

|  |  |
| --- | --- |
| **MATERIALS TITLE** | **MATERIALS** |
| **FIXTURES AND FITTINGS** | Computer Desks  Chairs  Practitioners  Air conditioners |
| **TELECOMMUNICATION SYSTEMS** | IP Phones |
| **NETWORKING MATERIALS** | Switches  Enclosures  Open Racks  Rack Shelves and Drawers  Rack Fans and Coolings  Rack Mount Power Ships  Rack Panels  Monitor  Central Processing Unit  Network Cable |
| **HARDWARE MATERIALS** | Central Processing Unit  Network Cables  Monitors |
| **SOFTWARE MATERIALS** | Operating system  Warehouse Software system  Order Tracking & Processing System  Software Payment System |

## Human Resources

|  |  |
| --- | --- |
| **PROJECT TITLE** | **CONTRACTORS** |
| **FIXTURES AND FITTINGS** | Architect  Carpenter  Air conditioning installer |
| **TELECOMMUNICATION SYSTEMS INSTALLATION** | Telecommunications Technicians |
| **NETWORKING SYSTEM INSTALLATION** | Network Engineer  Server Specialist  Network Administrator |
| **HARDWARE AND SOFTWARE INSTALLATION** | Software Installer  IT Technician |

## Other Resources

1. Agreement of plan.
2. Cost/schedule control document.

# Vendor Responsibilities

1. Respond to RFP within the stipulated dated.
2. RFP response should meet all the requirements stated in the RFP document.
3. Vendors should sign a contract of agreement before supplying any material.
4. Vendors adhere to delivery dates.

# Client Responsibilities

1. E-Solutions should fully finance the project.
2. E-solution must provide the project requirements.

# Project Risks

1. Tigh**t** time frame
2. Faulty wiring of the warehouse
3. Damaged equipment upon delivery
4. Vendors failure to supply what was/ is ordered
5. Scarcity of skilled labor

# Assumptions

1. Planning phase already established.
2. Risk assessment has been put into place.
3. Monitoring and controlling is been done in every phase of the project.

# CONTRAINTS

1. Material delivery delays
2. Exceeding budget
3. Contractors not coming in on time
4. Faulty material/equipment

# PROJECT DEPENDENCIES

1. Current accounting system to link with the new secure payment system and an order tracking and processing system

# Completion Criteria

1. A functional Telecommunications system must be put into place
2. A functional network system
3. A working order tracking and processing system as well as a secure payment system linked to the current accounting systems
4. Properly organized and fitted warehouse.

# Contract Type and Invoice Procedures

Invoicing should be remitted after every purchase and payment is done by the financial manager.

# Points of Contact

|  |  |
| --- | --- |
| **Name** | **Role** |
| Wame Rasegakwana | IT specialist |
| Olorato Charles | Project Manager |
| Neo Beth Monyere | Quality controller |
| Gloria Hengari | Finance manager |
| Nomsa Motlhobogwa | Developer |
| Tshegofatso Puskas | Risk Manager |

# Acceptance

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By initialing each page and signing below, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in my capacity as   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to and accept the terms set forth in this Statement of Work.

*(E-solutions retail company)*

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
 Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_