



C4U Recommender System Project Statement of Work

Project lead: Head of Data Science and Machine Learning

Project sponsor: Director of Customer Data

Revision History:

Revision date	Revised by	Approved by	Description of change

Purpose: The goal of this Statement of Work (SoW) is the successful configuration and installation of new experimentation platform software and equipment for the Course Recommendation System Team.

Scope / major project activities:

- Install and configure experimentation platform software on all devices that employees will use to manage experimentation (includes A/B Testing, Multiarmed Bandits and Bayesian Optimization)
- Create training manuals and a maintenance guide for the software and equipment
- Install fulfillment equipment in C4U Office
- Meet with two Data Science and IT Team to review the manuals and answer questions about the software and equipment

Out-of-scope activities:

Deliverables:

- Installation and configuration of software on all Office C4U devices
- Training manuals and maintenance guide

Major Milestones:

- Milestone 1: Software configuration and installation
- Milestone 2: Equipment installation
- Milestone 3: Training manuals and maintenance guide

Estimated hours for completion: 80 hours

Estimated date for completion: Friday, April 23

Payment Terms

All vendors and contractors will be paid upon the delivery of goods and services, unless otherwise negotiated.