



## 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 recommender system software and equipment for the Course Recommendation System Team.

**Scope / major project activities:**

- Install and configure course recommender system software on all devices that employees will use to manage course recommender system (includes supervised and unsupervised training)
- 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.