STATEMENT OF WORK (SOW)
CHEMICAL MANAGEMENT SYSTEM

FACULTY OF MANUFACTURING ENGINEERING

**UNIVERSITY TECHNICAL MALAYSIA MELAKA
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MELAKA**

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TABLE OF CONTENTS

INTRODUCTION/BACKGROUND

Chemical Management System (CMS) has strategic plan to enhance the management of chemical substances. In order to provide more systematically management, the CMS Project will focus on building a content rich system which provides a simplified and more user-friendly approach for existing and potential clients. It is imperative that CMS utilizes its system as a platform for register user, chemical substances, expiration dates, and alert the user for expiry date of substances. In order to accomplish this, CMS seeks to outsource the design, testing, implementation, and training for the new system. CMS anticipates that its new system will help the management to reduce the waste of chemical substances.

SCOPE OF WORK

The scope of work includes all planning, execution, implementation, and training for CMS project. The selected client will be responsible for the design of the new system based on prototype to be presented by CMS. Each stage of the project will require approval from client before moving on to the next stage. The client must ensure it has adequate resources for designing, building, testing, and implementing the new system. Specific deliverables and milestones will be listed in the Work Requirements and Schedules and Milestones sections of this CMS project.

Not included in the scope of work for this project is any work on CMS's internal intranet site.

PERIOD OF PERFORMANCE

The period of performance for the CMS is 13 weeks (52 days) beginning on 4 October 2017 through 22 November 2017. All work must be scheduled to complete within this timeframe. Any modifications or extensions will be requested through CMS Project Manager and client for review and discussion.

PLACE OF PERFORMANCE

The selected client for CMS project will perform a majority of the work at its own faculty. The client will be required to meet at Faculty of Manufacturing Engineering (FKP) once per week (day and time TBD) for a weekly status meeting. Additionally, all project gate reviews will be held at FKP and attended by the client. CMS will provide and arrange for meeting spaces within the faculty for all required meetings. Once the project reaches the training phase, all training will be conducted at FKP.

WORK REQUIREMENTS

As part of the Chemical Management Project, the team project 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:

Kick-off:
- Team members will create and present detailed project plan including schedule, WBS, testing plan, implementation plan, training plan, and transition plan
- Project Manager will present project plan to Project Sponsor for review and approval.

Design Phase:
- Work with Project Sponsor to gather requirements and establish metrics
- Create site design based on collected requirements
- Develop site design proposal for Project Sponsor review and approval
- Present written status at weekly meeting

Build Phase:
- Programmer will complete all coding for approved site design
- Software tester will provide Project Sponsor with a detailed testing plan
- Software design will include all content provided by project sponsor on redesigned web and mobile application.
- Software tester will conduct testing as well as in a limited beta release
- Software developer will resolve any coding and site issues identified in testing
- Software tester will compile a testing report to present to project sponsor for review/approval
- Present written status at weekly meeting

Implementation Phase:
- Software developer will implement the newly redesigned web and mobile application.
- Software developer including team members will begin providing 24x7 web site and mobile application support at this point forward until the end of the period of performance
- Present written status at weekly meeting.

Project Handoff/Closure:
- Software requirement will provide project sponsor with all documentation in accordance with the approved project plan
- Project manager will present project closure report to project sponsor for review and approval
- Software requirement 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:

Task Name/Week	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14
Discuss project requirement	█	█	█							
Gathering user requirement										
Analyst User and System Requirement										
Database Design and Development Process										
Interface Design and Development Process				█	█	█	█			
Database and Interface Integration Process				█	█	█	█	█	█	
System Testing and Error Detection									█	
Final Presentation										█

ACCEPTANCE CRITERIA

For the Chemical Management System Project, the acceptance of all deliverables will reside with our project sponsor. Project manager will maintain a small team of one advisors in order to ensure the completeness of each stage of the project and that the scope of work has been met. Once a project phase is completed and the software requirement provides their report/presentation for review and approval, the project sponsor will either sign off on the approval for the next phase to begin, or reply to the team project, in writing, advising what tasks must still be accomplished.

Once all project tasks have been completed, the project will enter the handoff/closure stage. During this stage of the project, the software requirement will provide their project closure report and project task checklist to project sponsor. The acceptance of this documentation by project sponsor will acknowledge acceptance of all project deliverables and that the team project has met all assigned tasks.

Any discrepancies involving completion of project tasks or disagreement between project sponsor and the chosen team project will be referred to both organizations' contracting offices for review and discussion.

OTHER REQUIREMENTS

All project team members will submit safety forms for approval and access tested in the lab. They will also be given temporary accounts that will be used only for work related to improvements. Upon completion of the project, these accounts will be closed.

All programming and testing will be done in the lab. A network interruption will be scheduled for the implementation phase of this project. Prior to network interruption, all servers will be backed up and notifications will be distributed to all users.

ACCEPTANCE

Approved by the Project Sponsor:

_____   Date: _____
Dr Suriati Binti Akmal
Lecturer Faculty of Manufacturing Engineering,
UTeM