ADE VENTURES.

 Digital Transformation for Beverage Distribution: An Integrated Database and Web Platform

Statement of Work

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Approval Sheet

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# 1.0 Introduction

This STATEMENT OF WORK (“SOW”) is made and entered into by Ade Ventures (“Customer”) and Mariam (“Project Manager”) on February, 2025.

This document is not intended to serve as a requirements document, a design document, a project plan/schedule, or a ‘to do list’ of all tasks that must be undertaken to complete the project.

## 1.1 Background

The beverage distribution industry is highly competitive, with businesses needing to optimize efficiency, accuracy, and customer service to meet growing market demands. Ade Ventures, a wholesale distributor of drinks and bottled water, supplies products to large supermarkets, hotels, and other businesses. Currently, the company operates in a fast-paced environment where timely order fulfillment and inventory management are critical for maintaining strong relationships with clients. However, like many traditional distribution businesses, Ade Ventures faces challenges in scaling operations effectively while ensuring seamless coordination between suppliers, customers, and internal teams.

Despite the increasing demand for beverages, Ade Ventures relies on manual processes for inventory management, order processing, and customer communication. This approach has led to several operational inefficiencies, including inaccurate stock tracking, delays in order fulfillment, and difficulties maintaining updated customer and supplier records. The absence of an integrated digital system results in bottlenecks that slow down business operations, increase human errors, and limit visibility into sales performance and inventory turnover. Additionally, the lack of real-time order tracking makes it difficult for customers to monitor their purchases, reducing overall satisfaction and retention.

To address these challenges, this project proposes the development of an integrated database system and web platform tailored to the needs of Ade Ventures. The digital transformation initiative will provide an automated inventory management system, real-time order tracking, and a user-friendly web interface for customers to place and monitor orders. By adopting a data-driven approach, the business will not only streamline internal processes but also enhance transparency, customer engagement, and decision-making capabilities. Implementing this solution will position Ade Ventures for scalable growth, improve operational efficiency, reduce costs, and strengthen its competitive advantage in the beverage distribution market.

## 1.2 Project Scope

This project will develop and deploy an integrated digital platform to enhance the operations of Ade Ventures, a beverage distribution business. The platform will consist of a database system for managing inventory, orders, customer profiles, and financial transactions, along with a web-based interface for customers and internal users to place orders, track deliveries, and manage accounts. Key functionalities include automated inventory tracking with real-time stock updates and low-stock alerts, an order processing and fulfilment system to reduce delays and manual errors, and data analytics and reporting features to track sales trends, inventory turnover, and customer preferences. The database system will enable centralized inventory management with automated stock level updates, order history tracking for customers and suppliers, and role-based access control for security. The customer-facing web platform will allow for online order placement with real-time stock visibility, secure login with a personalized dashboard, and automated order confirmations and invoices. Additionally, an administrative dashboard will provide tools for managing products, prices, and promotions, generating reports on sales and expenses, and tracking order fulfilment. Security and compliance will be prioritized through encryption of financial and customer data, user authentication, and adherence to industry data protection standards.

To ensure the successful implementation and acceptance of the project, a structured validation process will be followed, including system testing (unit testing, integration testing, and user acceptance testing), stakeholder review through feedback sessions with Ade Ventures management and key clients, and live demos and training to ensure all users are comfortable with the system. The project will be considered complete when the system is fully functional, meets all defined requirements, and gains final approval from Ade Ventures' management. However, the project is subject to several restrictions, including budget constraints, as development and deployment costs must stay within the allocated budget, and time constraints, ensuring the platform is completed within a specified timeframe. Additionally, technology limitations require the platform to be built using existing technologies that align with Ade Ventures' operations, and user adoption challenges may arise, necessitating training and onboarding for employees and customers.

To mitigate uncertainties and risks, the project will incorporate regular stakeholder meetings to track progress and adjust scope if necessary, implement a phased rollout approach to test features in stages, and establish backup and recovery plans to handle potential system failures or data loss. Comprehensive training and support will be provided to ensure seamless adoption by both internal and external users, while security and compliance measures will be continuously monitored to protect sensitive business and customer data. Through these strategies, the project aims to ensure a successful digital transformation for Ade Ventures, improving operational efficiency, customer satisfaction, and long-term scalability.

## 1.3 Project Goals

Goals are broad statements of future conditions and answer the question: What do you want to end up with? Provide a narrative for each goal.

**Automate Inventory and Order Management**

The primary goal of this project is to eliminate inefficiencies caused by manual inventory tracking and order processing. The new system will provide real-time stock updates, automated alerts for low inventory, and streamlined order fulfilment. This will ensure that Ade Ventures can accurately track available products, reduce the risk of overstocking or stockouts, and enhance operational productivity. By automating these critical processes, the company will reduce manual errors, improve order accuracy, and increase customer satisfaction.

**Improve Customer Experience and Engagement**

Customer including supermarkets, hotels, and retailers require quick, reliable, and transparent ordering processes. The new web-based platform will allow customers to place and track their orders in real time, access invoices, and receive automated updates. This self-service functionality will reduce dependency on manual customer service interactions, making the purchasing process smoother and more efficient. A better user experience will enhance customer loyalty and attract new business opportunities.

**Enhance Data-Driven Decision Making**

Ade Ventures currently lacks comprehensive insights into sales trends, inventory turnover, and customer preferences. This project aims to implement data analytics and reporting features that will allow management to track performance metrics and make informed decisions. With real-time reporting tools, Ade Ventures can identify fast-moving products, optimize pricing strategies, and anticipate demand fluctuations, ultimately improving profitability and business sustainability.

**Increase Operational Scalability and Future Growth**

As Ade Ventures grows, managing larger order volumes and expanding distribution networks becomes increasingly complex. The new digital platform will be scalable, allowing the business to integrate new suppliers, expand product lines, and enter new markets without compromising efficiency. By establishing a flexible and adaptable infrastructure, the company will be well-positioned to handle future growth while maintaining seamless operations.

**Strengthen Security and Compliance**

With increasing reliance on digital systems, data security and regulatory compliance are critical concerns. This project will ensure that Ade Ventures platform adheres to industry best practices for data protection, secure financial transactions, and user authentication. By implementing role-based access control, encryption, and compliance measures, the system will protect sensitive business and customer information from unauthorized access and cyber threats.

## 1.4 Project Objectives

List the key objectives of the project. Project Objectives are statements which describe in more detail what it is that the project is going to achieve (how much and by when). All objectives listed should be Specific, Measurable, Achievable, Realistic and Time-bound (SMART).

|  |  |
| --- | --- |
| **Objective** | **Measurement** |
| Automate Inventory and Order Processing | Reduce manual order processing time by 50% and minimize stock discrepancies by 80% within the first six months of deployment. |
| Enhance Customer Order Experience | Ensure 95% of customer orders are placed through the online system within the first three months post-launch. |
| Improve Data-Driven Decision Making | Generate **monthly sales and inventory reports** with real-time data accuracy of **at least 98%** within **two months** of system deployment. |
| Ensure System Security and Compliance | Achieve 100% compliance with data protection regulations and complete security audits every six months. |
| Increase Operational Efficiency | Reduce order fulfillment errors by 70% and improve on-time deliveries to 98% within six months. |
|  |  |
|  |  |

## 1.5 Project Clients and End Users

Identify the project client and what end users you will be working with.

## 1.6 Responsibilities

List the responsibilities of each team member and client involved.

## 1.7 Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date Modified** | **Author** | **Reason for Change** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 2.0 Business Requirements

## 2.1 Project Deliverables

List relevant deliverables here.

## 2.2 Other Project Activities

List relevant project activities, if any, that are required to support any deliverables.

## 2.3 Project Standards

### 2.3.1 Internal

This project uses [company name]’s internal operating procedures (OP) in order to maintain a consistent software procedure and development methodology across all projects. These OP’s can be found and referenced on the company intranet.

### 2.3.2 External

List external standards being used for this project.

## 2.4 Funding Source/Project Sponsor

Indicate the source of funding for this project.

## 2.5 Project Conceptual Estimate

Summarize subsections mentioned below.

### 2.5.1 Project Scale

### Based on the wide-ranging deliverables database design, web-based portal, inventory automation, order tracking, analytics, and training this Digital Transformation for Ade Ventures is considered a medium-to-large-scale initiative. It impacts multiple departments (inventory, customer service, accounting) and external stakeholders (suppliers, hotel/supermarket clients). The solution involves new software development, hardware/hosting infrastructure, and organizational process changes.

### 2.5.2 Project Critical Resources

### Skilled Development Team: Front-end and back-end developers to build both the user interface and backend systems.

### Database and Cloud Infrastructure: Reliable hosting environment (on-prem or cloud) for real-time inventory and order data.

### Cybersecurity & Compliance Specialists: Expertise in encryption, access control, and data protection to comply with relevant industry regulations.

### Testing & QA Tools: A staging environment and testing software for rigorous unit, integration, and user acceptance testing (UAT).

### Project Management & Business Analysis: Coordination, requirement documentation, and stakeholder communication are critical to success.

### 2.5.3 Project Effort and Duration

Analyze project for effort and duration requirements

|  |  |
| --- | --- |
| **Effort** | **Duration** |
| 400 hours | 1 month |
| 800 hours | 2 months |
| 600 hours | 2 months (overlaps w/DB Dev) |
| 300 hours | 1 month (overlap) |
| 500 hours | 1 month |
| 300 hours | 1 month |
| 100 hours | 0.5 month (2 weeks) |
| **TOTAL: 3000 hours** | **6 – 8 months** |

### 2.5.4 Personnel Resource Estimates

List personnel roles and number of positions required.

|  |  |
| --- | --- |
| **Personnel Role** | **Number Required** |
| Project Manager | 1 |
| Business Analyst | 1 |
| Database Developer | 2 |
| Front-end Develpoer | 2 |
| Back-end Developer | 2 |
| Cybersecurity Specialist | 1 |
| QA Engineer | 2 |
| Trainer | 1 |
| **TOTAL** | **12** |

### 2.5.5 Project Cost

Estimate the cost for each personnel role and tally the total personnel cost.

|  |  |
| --- | --- |
| **Personnel Role** | **Cost** |
| Project Manager | $80,000 |
| Business Analyst | $60,000 |
| Database Developer | |  | | --- | |  |  |  | | --- | | $120,000 (2 x $60k) | |
| Front-end Develpoer | $110,000 (2 x $55k) |
| Back-end Developer | $120,000 (2 x $60k) |
| Cybersecurity Specialist | $70,000 |
| QA Engineer | $100,000 (2 x $50k) |
| Trainer | $50,000 |
| **TOTAL** | **$710,000** |
|  |  |

|  |  |
| --- | --- |
| **Technology** | **Cost** |
| Cloud Hosting & Database Tools | $30,000 |
| Third-Party Integrations | $10,000 |
| Development Tools & Software | $15,000 |
| **TOTAL** | **$55,000** |

|  |  |
| --- | --- |
| **Logistics** | **Cost** |
| Travel & Workshops | $5,000 |
| Meeting/Conference Rooms | $2,000 |
| **TOTAL** | **$7,000** |
|  |  |

|  |  |
| --- | --- |
| **Materials** | **Cost** |
| Computers/Office Equipment | $8,000 |
| Misc. Supplies | $2,000 |
| **TOTAL** | **$10,000** |
|  |  |

|  |  |
| --- | --- |
| **Contractors** | **Cost** |
| Specialized UX/UI Consultant | $20,000 |
| Data Migration Contractor | $10,000 |
| **TOTAL** | **$30,000** |
|  |  |

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| --- | --- |
| **Indirect** | **Cost** |
| Overheads (HR, Finance, Admin, etc.) | $15,000 |
| **TOTAL** | **$15,000** |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Other** | **Cost** |
| Contingency (10% of total) | $82,700 |
| **TOTAL** | **$82,700** |
|  |  |
|  |  |

## 2.6 Schedule Requirements/Constraints

## A timeline of a company AI-generated content may be incorrect.2.7 Resource Requirements/Constraints

## 2.8 Project Assumptions and Alternatives

### 2.8.1 Assumptions

### 2.8.2 Project Alternatives

## Risk

Project risks are events that may impact the project’s ability to meet stakeholder goals and requirements. Every project should integrate “Project Risk” into their project plan. The following categories are potential risks (every risk should be addressed by a risk mitigation plan).

* Company Legal Liability.
* Compliance with “Due Diligence” in regard to industry best practices.
* End-User acceptance.
* Loss of funding due to over budget incurred costs.
* Internal resource allocations.
* Timeframe over-runs due to delays.
* Risk event abandonment (risk events must have “risk owners”)

# 3.0 Project Success Criteria

Delivering project deliverables on time and on budget are traditional success factors; consider including the tangible results required by both the project sponsor and all stakeholders. A project may be on time and under budget; however, if the project is of low quality and on time, then the stakeholder goals are no met.   
The following are elements must be taken into consideration for a successful project:

* Project incurred costs fall within the required budget.
* Project deliverables are delivered within the specified timeframe.
* All results meet the established KPIs, if any, as defined by the project scope.
* All success criteria must be measurable and quantitative.

# Attachments