**Statement of Work (SOW)**

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# **Introduction/Background**

Poseidon IT Solutions has an idea of a software that would automate manual processes such as organization and management of forms, create a faster way to data gathering, and customize workflows that are part of the process of a company. The project aims to reduce costs of a company for paper usage, printing, and xerox copy also the project aims to automate the company’s business process for convenience and faster transaction.

# **Scope of Work**

The scope of work of Centralized Workflow System includes a User Management System to properly manage users of the system, Form Builder to create and manage forms, System Logs to view the changes in the system, and an Audit Trail to manually edit the logs. The system will allow users depending on their privilege to create a form, request a form, approve the form, assign approvers for each form, and administrators to monitor and change privileges of users.

# **Period of Performance**

The period of performance for the Centralized Workflow System is one year (304 days) beginning on 11 June 2016 through 11 April 2017. All work must be scheduled to complete within this timeframe. Any modifications or extensions that are necessary must inform Poseidon IT Solutions for review and discussions.

# **Place of Performance**

Centralized Workflow System executes their project development under the guidance of the project manager. They seldom meet with the client in order to verify the business process and requirements needed to complete the project. Poseidon IT Solutions will give time for a meeting provided that an appointment is set.

# **Work Requirements**

The team 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:

Kickoff:

- The team will create and present detailed project plan including schedule, WBS, testing plan, implementation plan, training plan, and transition plan

- Vendor will present project plan to Poseidon IT Solutions for review and approval

Design Phase:

- Meet with Poseidon IT Solutions to gather requirements and establish metrics

- Create the system architecture with features based on gathered requirements

- Request for Poseidon IT Solutions for review and approval of system architecture

- Present status report on a weekly basis

Build Phase:

- The team will complete all coding of the system

- The team will provide Poseidon IT Solutions with a detailed testing plan

- The team will complete all the features required by Poseidon IT Solutions

- The team will conduct testing

- The team will resolve any coding and site issues identified in testing

- Present status report on a weekly basis

Implementation Phase:

- The team will implement the system on Poseidon IT Solutions servers and under their company domain

- Present status report on a weekly basis

Training Phase:

- Vendor will provide training in accordance with approved training plan provided in the kickoff

- Present written status on weekly meeting

Project Handoff/Closure:

- The team will present all documents to Poseidon IT Solutions for review and approval

- The team will present the project requirements checklist as proof that all tasks are accomplished

# **Schedule/Milestones**

The below list consists of the initial milestones identified for the Website Redesign Project:

RFP/SOW Release

Vendor Selection Review

Vendor Selection

Period of Performance Begins

Website Design Review

Website Implementation Review

Implementation Complete

Training Complete

Project Completion Review

Project Closure/Archives Complete

# **Acceptance Criteria**

The project manager will hand over all project deliverables to the Poseidon IT Solutions or the whole team if available, in order to have a discussion with regards to the project documents or the project itself. The president of Poseidon IT Solutions or the vice president are the only ones who can sign the deliverables for approval.

Any discrepancies involving completion of project tasks or disagreement between Poseidon IT Solutions and the chosen vendor will be referred to both organizations’ contracting offices for review and discussion.

# **Other Requirements**

The team can not ask sensitive data from the project sponsors and should be able to comply with Poseidon IT Solutions’ terms and policies.

**Acceptance**

Approved by:

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<Approvers Name>

<Approvers Title>