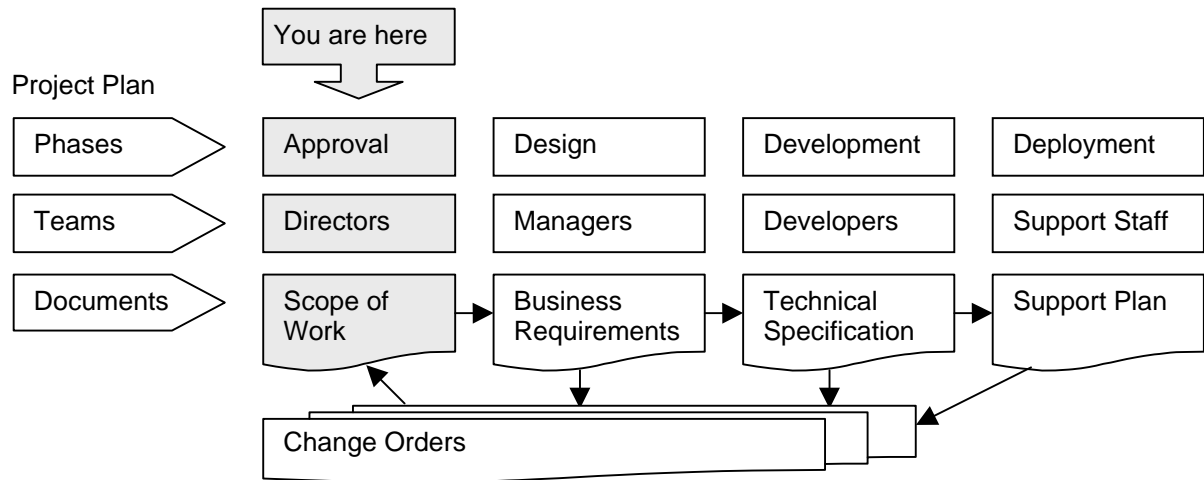


Company Name, Inc.

(logo)

Document: **Scope of Work**
 Project: **Project Name**
 Customer: Customer Name, Title
 Manager: Project Manager Name, Title



Revision History

Number	Date	Author Name(s)	Comments
Draft 0.1			

Manager Name, Title
 Company Name, Inc., Department
<http://home.website.com>
manager.name@company.com
 (555) 555-5555

DRAFT

Table of Contents

1.0	Acknowledgements	2
1.1	Contributors.....	2
1.2	About the Author	2
2.0	Definitions	3
3.0	Introduction	3
3.1	Executive Summary	3
3.2	Background	3
3.3	The Plan.....	3
3.4	Challenges	3
4.0	Objectives	3
4.1	Goals.....	3
4.2	Assumptions.....	3
5.0	Scope of Work	4
5.1	In Scope	4
5.2	Out of Scope	4
6.0	Operations Impact	4
6.1	Customer Impact.....	4
6.2	Financial Impact	5
7.0	Calendar	5
7.1	Estimated Completion Quarter.....	5
7.2	Risks.....	5
7.3	Change Orders.....	5
8.0	Director Signatures	5

1.0 Acknowledgements

1.1 Contributors

I would like to thank the following for their advice and contributions:

Business Analysts

- Contributor Name, Title - Department
- Contributor Name, Title - Department
- Contributor Name, Title - Department

Technical Analysts

- Contributor Name, Title - Department
- Contributor Name, Title – Department
- Contributor Name, Title - Department

Customer Representatives

- Contributor Name, Title - Department
- Contributor Name, Title - Department
- Contributor Name, Title - Department

1.2 About the Author

As an independent database developer, consultant, and project manager since 1987, I have worked on both sides of the tracks: Business and Information Technology. My goal is to bridge the gap between Business and IT with a structured Project Flow, clearly written agreements, and top down support. I look forward to working with everyone on this project. Please share all your thoughts and suggestions.

Enjoy the process,

-Scott

2.0 Definitions

Data Dictionary means a list of descriptions of all tables, fields, and data types in the Data Model for the benefit of programmers and business analysts who need to refer to them.

Data Model means an entity relation diagram showing how all tables relate to each other in field names.

Remote Access means a remote control interface to another PC on another network.

Sample Data means a small set of site data that adequately represents most scenarios used for data modeling and unit testing.

Sample Data Model means a Data Model showing each table as a grid containing the Sample Data.

3.0 Introduction

3.1 Executive Summary

The **Mission** of this project is to

Having this database will allow us to know exactly at any given time. This information will save many allowing us to accurately and facilitate growth.

3.2 Background

The initial was dated previous versions, platforms meetings were held ... decisions were made ... short plans ... long term plans course of actions ... people.

3.3 The Plan

The plan implemented anddeliverables.....

3.4 Challenges

Currently various technical and process related challenges..... not a robust database platform and not supported by Information Technology obsolete and incorrect data....very little data entry masking or lookup tables are enforced.....not adequately trained, equipped, or engagedadequately reported or processed ... permissions ...change processing bottlenecks ...scope creep...file server frequently runs low on disk space which inhibits growth.....

4.0 Objectives

4.1 Goals

- Implement this plan while striving to improve
- Create a database system that will allow personnel to maintain accurate centralized records.....
- Make all data and documents accessible from anywhere anytime.
- Save costly trips

4.2 Assumptions

- Top down support with adequate budgets.
- Available human resources with all required skill sets.
- Adequate hardware, software, licenses, and networking equipment.
- Adequate field training, equipment, and security clearances.
- All design decisions will be based on 5 year projections growth projections.
- Most Customers will be accessing via connections.
- Less than users will ever simultaneously update the database.
- The existing database needs to continue functioning during the design, development, testing, and data conversion.

- We will develop a Data Dictionary, Sample Data, Data Model, and a Sample Data Model that supports the Business Requirements.
- will be used for Data Modeling.
- for web interface.
- will be used for Remote Control
- Referential integrity will be enforced at the database level with cascading updates and deletes to ensure data consistency.

5.0 Scope of Work

5.1 In Scope

1. Obtain our own server(s) for SQL Server and Web Server.....
2. Develop Sample Data with customers and engineers for database design, table/column names, and lookup table choices.....
3. Provide dynamic
4. Convert the from to an supported platform.
5. Add, remove, rename, and restructure tables, columns, and relationships to support the Business Requirements.
6. Create selective database permission groups to view, add, update, and delete Data.
7. Create selective database permission to run adhoc reports.
8. Create selective file permission groups to view, add, update, delete, upload, and download Documents.
9. Create selective permission groups to view, add, update, delete, upload, and download data and documents.
10. Develop automated data conversion routines to extract, transform, and load existing data into new database that can be rerun on demand for testing and final data conversion.
11. Clean up data during conversion to enforce lookup table conformity where applicable.
12. Develop dynamic database driven web interfaces for viewing, adding, updating, deleting, and reporting.
13. Create Technical and User documentation working in conjunction with Customers.
14. Provide training as needed working in conjunction with Customers.
15. Create new tracking table with ability to track events like before, during, and after completion
16. Create new table to replace various columns with single column
17. Integrate data
18. Capture periodic Dumps
19. Ability to archive and retrieve historical data and documents
20. Automate the with push button simplicity error checking, field masking, and lookup table validation.
21. Develop a standard report library with ability to request new standard reports.
22. Integrate with other databases likewithout overlap.
23. Address the needs of other departments like

5.2 Out of Scope

1.
2. Bar codes.
3.
4. Storing binary documents in the relational database.

6.0 Operations Impact

6.1 Customer Impact

Customers will to develop the necessary systems, procedures, policies, and discipline to maintain the data and documents.

6.2 Financial Impact

No financial impact assessment has been conducted and project costs have been estimated.

7.0 Calendar

7.1 Estimated Completion Quarter

- months for Data Modeling
- months for UI design.
-months for development.
-months for beta testing.

7.2 Risks

- Change Orders, scope creep, budget shortfalls, or inadequate planning.
- This technically complex database requires a complex user interface.
- Server outages. network outages, or security breaches.
- Keeping up with the changing data.

7.3 Change Orders

- All Change Orders must be considered in light of this Scope of Work.
- Change Orders may require Scope of Work revisions with new Delivery Schedules.
- Scope of Work revisions necessitate Business Requirements revisions.
- Business Requirements revisions necessitate Technical Specification revisions.
- Technical Specification revisions necessitate Support Plan revisions.

8.0 Director Signatures

_____	_____
Director Name, Title - Department	Date
_____	_____
Director Name, Title - Department	Date
_____	_____
Director Name, Title - Department	Date