

CQ
TECHNOLOGIES
IT Solutions

Statement of Work (sample – for demo)

<Project name here>

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To: <client name> c/o
<company name>

Created by: <maker>

Project Manager

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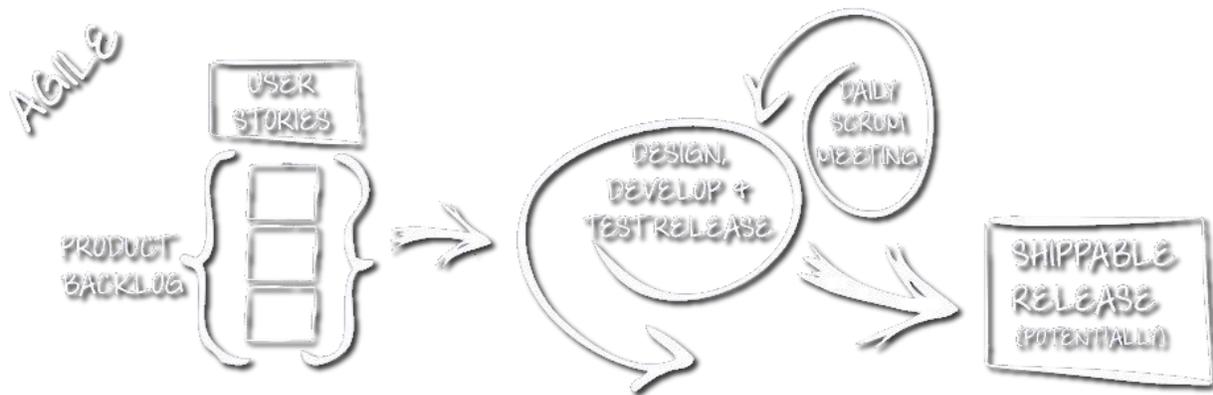
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Introduction

CQ Technologies is a global IT Solutions business founded in 2013.

Our services include: **Virtual Dedicated Employees, Hourly or Fixed Price Projects** that may involve: Web Development, Mobile Application Development, Desktop Application Development, Server Side Custom Application Development and Graphic Designing.

We mostly follow Agile development methodology, being in constant contact with customer and local team with daily team collaboration in scrum.



We do the followings to ensure quality:

- **Understand requirements** – We have **dedicated project managers**. We believe that understanding the right requirements and sometimes giving better suggestions is the most crucial part
- **Create proper timelines** - Graphical and textual data of proper hourly based timelines for determined deliverables
- **Give updates on progress** - Daily or twice a week development updates to clients
- **Agile based team collaboration** - Proper project manager and team leads. Daily scrum meetings and role assignments. All should know what's happening and what's their role.
- **Quality assurance** - Separate dedicated quality assurance team to check for bugs, after core development is completed.
- **24/7 support** - Full and friendly support via email and phone



Terminologies Used in this document

CMS: WordPress version x.x

Client: <Client name or company name here>

Server: LAMP stack, php version 5.x, Ubuntu Linux version x.x

Supported Platforms and Programming Languages

Php 5.x above only

JavaEE is still an option. The last option will increase efficiency but development cost as well.

Windows, Linux, Mac, *BSD as server applications.

Application Overview

This section describes the application purpose in plain English by which a non-technical person, eve, should be able to understand its functionality. This is the business perspective

Deliverables, Components and features

1. 37 webpages in a CMS.
 - a. Html pages
 - b. jQuery effects in forms, banners,
 - c. Other details (.....)
2. plugins having details (.....)
 - a. details.....
 - b. Details.....
3. Dynamic customizations on page xyz
 - a. First customization
 - b. Second
 - c. Thid.....
4. Deployment on client's servers

Wireframes

Pictures of wireframes attached here.

Out of Scope

The application and portal scope of this project – Anything else regarding the features and functionality of the application and portal that is not described above is OUT OF SCOPE of this application.

If the client wants to change or add anything in the application and portal, it will be treated as Change Request and New Feature functionality respectively. The client will bear the agreed cost of Change Request and New Feature request.

Things out of scope:

- Any “change request” that is not in the boundaries of this SOW will be charged separately
- Any thing else

Assumptions

- Client will purchase and bear all server and licensing cost of any software deployed on his server. For example and not limited to Operating costs, https/ssl certificates, marketing costs, etc.

Support

Support at least via email will be provided for the first 1 month (starting from completion date and support hours will be charged at the same rate).

Time consumed in fixing of bugs by will of-course not be billed.

The project managers will be available for verbal conference(s) once or twice a week (depending on the stage and condition of project). As a side note, it is our routine to send development updates, daily or twice a week

Hours and WBS (Work Breakdown Structure)

Note: Please feel free to add/remove and task. Calculate hours in reflection.

Hours	Tasks
	Documentation
8	This is only for large projects where scope is not clear – Statement of work creation Detailed study and initial understanding of the project, Initial meetings and initial conferences.
	Core application and pages
5	“login” and “forgot password” and “reset password.” Complete functionality
74	Wireframe to PSD (if required. If not, we can convert the wireframes to html pages directly) 2 hours x 37 pages = 74 (Please feel free to add/remove pages) Note: The initial setup may take more time and the followings may take less time. We have just mad an average per unit/page.
148	HTML page creation (from wireframes or PSD). 4 hours x 37 pages = 148 hours (Please feel free to add/remove pages) Note: The initial setup may take more time and the followings may take less time. We have just mad an average per unit/page.
259	Integration of html pages with with CMS theme (wordpress) and creating all the required backend server side functionality stated in the doc/pdf provided by client 7 hours x 37 pages = 259 hours (Please feel free to add/remove pages) Note: The initial setup may take more time and the followings may take less time. We have just mad an average per unit/page.
	Additional Features
5	The CMS should allow the admin to change the meta date (tags etc.) and page titles when he need to.

Hours	Tasks
37	<p>Developing and Testing Feature Detection with cross-browser compatibility to include; IE9, IE10, IE11, Firefox, Chrome & Safari.</p> <p>1 hours x 37 pages = 37 (average) (Please feel free to add/remove pages) Note: The initial setup may take more time and the followings may take less time. We have just mad an average per unit/page.</p>
16	Payment gateway configuration
	Special strategies and optimizations
148	<p>The storage should also be used to keep some of the data in the cache to reduce the amount of hits to the database. The homepage for example will have a number of items which will not change until someone updates them. What the developer needs to do is store these at the application level so that they are not retrieved from the database for each user and the local copy stored is updated anytime the data is updated. The process of local copy of data is generally termed as Caching and getting it to get updated anytime the relevant data in database is changed is a called implementing a SQL Cache Dependency.</p> <p>Hour calculation: 4 hours for each page. $4 \times 37 = 148$. (Please feel free to add/remove pages) Note: The initial setup may take more time and the followings may take less time. We have just mad an average per unit/page.</p>
12	Handling of large datasets retrieval. Once in the optimization stage, the different database hits can be grouped together and one large dataset can be retrieved from the database and then split up and routed to the relevant controls.
	Security
8	security certificate and should use SSL for the parts of the website which require exchange of confidential information
	Misc
-	Quality assurance (Alpha testing) This is usually 20% of the total development hours
-	Project Management (meetings expected and ballpark) This is usually 20% of the total development hours
-	Total



Payment Terms

- hours @ \$16.44 = \$

30% (\$) Mobilization on approval

50% (\$) %50 work completion OR Phase 1 completion (to be discussed) (if project is very long, this can be further divided)

20% (\$) Alpha release date (demo on our servers only) (after grace period of 1 week the demo should be approved or rejected)

Delivery Date

We can put "x" number or more developers on this project. Each would spend 8 hours a day. Thus total number of hours of this project / 8 / x = working days to complete. (Roughly where applicable though).

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