

CIP Global Ventures

Ballistic Protection Solution Statement of Work (SOW)

CONFIDENTIAL DOCUMENT

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Revision History

Version	Date	Author(s)	Revision Notes

Statement of Work: Tasks and Deliverables

Note: The order in which Tasks appear in this SOW does not necessarily reflect an exact chronological and/or linear sequence. Some Tasks can and will occur simultaneously.

1. **Task 1 - Project Initiation and Kick-Off:** The CIP GV team will meet with the Customer project team to review the SOW, the high-level project plan, and tasks and deliverables that are in-scope and out-of-scope. Sub-Tasks will include:
 - 1.1. Introduction to CIP GV team members, including roles and responsibilities.
 - 1.1.1. Executive Contact
 - 1.1.2. Project Management
 - 1.1.3. Other
 - 1.2. Introduction to CIP GV Customer team members, including roles and responsibilities.
 - 1.2.1. Executive Sponsor / Contact
 - 1.2.2. Primary Project Lead
 - 1.2.3. Line of Business Leadership
 - 1.2.4. Site Leadership
 - 1.2.5. Other
 - 1.3. Review the SOW.
 - 1.4. **The Who:**
 - 1.4.1. Who is currently protecting the site(s) and assets?
 - 1.4.2. Who are we protecting the site(s) and assets from?
 - 1.5. **The What:**
 - 1.5.1. What is currently being protected?
 - 1.5.2. What do we want to protect in the future?
 - 1.5.3. What are the impacts and consequences associated with a successful attack?
 - 1.6. **The When:**
 - 1.6.1. When would an adversary most likely carry out an attack?
 - 1.6.2. When do we need to respond?
 - 1.7. **The Where:**
 - 1.7.1. Where are we protecting (e.g. specific sites, specific critical assets, specific components of critical assets)?
 - 1.7.2. Where are the adversaries attacking from?
 - 1.7.3. Where are the most vulnerable spots or locations associated with the sites and/or assets?
 - 1.8. **The Why:**
 - 1.8.1. Why are we planning for and deploying a layered approach to Critical Infrastructure Protection (CIP)?
 - 1.9. **The How:**
 - 1.9.1. How might an adversary attack the site or asset?
 - 1.9.2. How can we prevent such attacks from happening?

- 1.10. Review in-scope items.
- 1.11. Review out-of-scope items.
- 1.12. Review and finalize the engineering design of the ballistic panels and, if applicable, the support and framing structure(s).
- 1.13. Review the high-level project plan.
- 1.14. **Deliverable(s):**
 - 1.14.1. Fully Executed - Project Kick Off Sign Off Document
- 2. **Task 2 – Pre-Installation Site Walk:** If applicable and in-scope, the CIP Global Ventures team will participate in a site visit, escorted by the Customer, to define installation locations of the ballistic protection solution. Sub-tasks will include:
 - 2.1. Define and coordinate the site walk itinerary.
 - 2.2. Onsite safety orientation.
 - 2.3. Mutually agree on the list of documented, in-scope critical assets.
 - 2.4. Customer to provide a general overview of the site, including pointing out all in-scope critical assets.
 - 2.5. Documenting specifications and dimensions of EACH in-scope critical asset (e.g. transformers, control rooms, battery enclosures).
 - 2.6. Confirm and mutually agree on ALL specifications and dimensions of in-scope assets / components.
 - 2.7. **Deliverable(s):**
 - 2.7.1. If applicable, Customer to provide asset blueprints to CIP Global Ventures.
 - 2.7.2. Fully Executed – Pre-Installation Site Walk Sign Off Document
- 3. **Task 3 – Pre-Manufacturing Verification:** Prior to the commencement of manufacturing the components of the CIP Global Ventures ballistic protection solution, CIP Global Ventures and the Customer will establish mutual agreement on ALL critical in-scope items, including:
 - 3.1. Engineering and design validation by the Customer Engineering, Maintenance and Construction teams.
 - 3.2. Design specifications for:
 - 3.2.1. Transformers
 - 3.2.2. Control rooms
 - 3.2.3. Battery enclosures
 - 3.2.4. Other
 - 3.3. **Deliverable(s):**
 - 3.3.1. Fully Executed – Pre-Manufacturing Verification Sign Off Document
- 4. **Task 4 – Completion of Manufacturing:** CIP Global Ventures quality assurance will validate that the required components have been successfully manufactured according to the mutually agreed upon specifications:
 - 4.1. Design specifications for:
 - 4.1.1. Transformers
 - 4.1.2. Control rooms
 - 4.1.3. Battery enclosures
 - 4.1.4. Other

- 4.2. The customer is notified that manufacturing of their ballistic protection solution has been successfully completed according to the mutually agreed upon specifications.
- 4.3. **Deliverable(s):**
 - 4.3.1. Fully Executed – Manufactured Product Validation Sign Off Document
- 5. **Task 5 – Shipping, Delivery and Receipt of Goods:** CIP Global Ventures and the Customer will communicate bi-directionally related to the shipment, delivery, and receipt of the ballistic protection solution.
 - 5.1. CIP Global Ventures communication to the Customer
 - 5.1.1. Confirm shipment of the ballistic protection solution to the specified and provided customer address and contact.
 - 5.1.2. Scheduled delivery date(s).
 - 5.1.3. Tracking number(s).
 - 5.2. Customer communication to CIP Global Ventures
 - 5.2.1. Confirmation from the Customer that the goods have been successfully delivered to the specified customer location.
 - 5.2.2. Confirmation from the Customer that they have inspected the Product upon delivery, it meets with their approval, and they are officially accepting receipt of the goods.
 - 5.3. **Deliverable(s):**
 - 5.3.1. Fully Executed – Customer Receipt of Goods Sign Off Document
- 6. **Task 6 – Field Installation:** If applicable and in-scope, the CIP Global Ventures team and installers will work with the Customer to install the ballistic protection solution. Sub-tasks will include:
 - 6.1. Install the framing and support structure.
 - 6.2. Install the ballistic protection solution.
 - 6.3. Check and validate that the ballistic protection solution is installed according to the mutually agreed upon specifications.
 - 6.4. CIP Global Ventures to provide Customer Site Supervisor and/or Maintenance and Construction Supervisor with a high-level overview of standard maintenance and support processes.
 - 6.5. **Deliverable(s):**
 - 6.5.1. Fully Executed – Field Installation Sign Off Document
- 7. **Task 7 – Customer Acceptance:** Upon successful completion of all SOW tasks and the full execution of all sign off documents, the Customer Executive Sponsor or an assigned and approved delegate will confirm their acceptance of the CIP Global Ventures ballistic protection solution.
 - 7.1. CIP Global Venture and the Customer will share, and document lessons learned.
 - 7.2. CIP Global Ventures will provide fully executed copies of all sign off documents.
 - 7.3. CIP Global Ventures and the Customer mutually agree that the project has been successfully completed according to the SOW – and can now be closed.
 - 7.4. **Deliverable(s):**
 - 7.4.1. Fully Executed – Customer Acceptance Sign Off Document

Statement of Work: Project Risks

Adhering to standard project management best practices, the following project risks have been considered in this proposal:

1. **Risks Communicated and Shared by CIP Global Ventures:**
 - 1.1. TBD
 - 1.2. TBD
2. **Risks Communicated and Shared by the Customer:**
 - 2.1.

Statement of Work: Project Assumptions

Adhering to standard project management best practices, the following project assumptions have been considered in this proposal:

1. **General Project Assumptions:**
 - 1.1. The Customer will provide executive sponsorship.
 - 1.2. The customer will provide Project Management.
 - 1.3. The Customer will promptly coordinate and schedule personnel to participate and assist in the timely execution of project tasks.
 - 1.3.1. Consistent and/or unusual delays in coordinating or scheduling Customer personnel will be addressed by the respective Project Managers in a manner consistent with standard Project Change Control procedures.
 - 1.4. The Customer will ensure availability of internal resources necessary to successfully execute, assist with or otherwise support appropriate SOW tasks and deliverables. Such resources could include but are not limited to:
 - 1.4.1. Engineering
 - 1.4.2. Maintenance
 - 1.4.3. Construction
 - 1.5. Any delays to the overall project because of the Customer or Customer resources may impact project dates and deliverables and may result in additional costs.
 - 1.6. If applicable, Customer facilities will be made available to the CIP Global Ventures project team as reasonably required.
 - 1.7. CIP Global Ventures agrees to follow standard Customer policies regarding site visits and onsite personnel.

Statement of Work: Change Management & Order Process

The Tasks and Deliverables set forth in this SOW may be modified and amended upon mutual written agreement of the parties based on changes in the scope of the project (as defined in this SOW). Should any requested changes represent a material modification to the overall scope of this SOW, said changes shall be considered a Change Order and handled as such. The Customer may, at its sole discretion, choose not to implement said Change Order. Under such circumstances, CIP Global Ventures shall advise the Customer of any impact this may have on the overall outcome of this SOW.

If approved, upon execution by both parties and consistent with this SOW, the “Change Order” shall be affixed as a permanent addendum to this Statement of Work.

1. The CIP Global Ventures - Project Change Request (CR) Form will include:
 - 1.1. CR Reference ID
 - 1.2. Project Name
 - 1.3. Date the original SOW was executed.
 - 1.4. Name of the Customer requestor.
 - 1.5. Date the request was raised or initiated.
 - 1.6. A brief name of the change request.
 - 1.7. Change Description: A description of the change.
 - 1.8. Change Reason: Providing reasonable justification for the change.
 - 1.9. Impact of Change: Specifying the impact of the change in terms of cost impact, budget impact, schedule impact, resource impact, and impact on other projects.
 - 1.10. Proposed Action: Does the Customer Project Manager and CIP Global Ventures project managers propose this change is accepted/reject and why.
 - 1.11. CR Status
 - 1.11.1. In Review
 - 1.11.2. Approved
 - 1.11.3. Rejected
 - 1.12. Customer Approved By, including date.
 - 1.13. CIP Global Ventures Approved By, including date.

Statement of Work: Project Timelines & Milestones

TBD