

# STATEMENT OF WORK

## Commonwealth Credit Union Cardinal Cupboard

*New Website Design*

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Issued to

Commonwealth Credit Union Cardinal Cupboard

University of Louisville, Swain Student Activities Center, W312  
Louisville, KY, 40292

Attn: Kathy Meyer, Associate Director, Student Involvement  
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Issued By

**CIS-420 Team1 (6 Fun Improvisors):**

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February 7, 2022

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Statement of Work

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Initials

## VERSION HISTORY

Version #	Prepared By	Revision Date	Approval Date	Reason
1.0	<i>Carter, Mike, Natalie, Terriana, Raul, Carly</i>	<i>02/07/22</i>	<i>02/07/22</i>	<i>First draft.</i>

## EXECUTIVE SUMMARY

The Cardinal Cupboard Food Pantry wishes to improve its image and has requested our team to implement a new website with several requirements to make it easier for volunteers, donors, and people in need to reach and provide their services. Cardinal Cupboard will have a brand-new site and no longer be only a page within the University of Louisville website.

## PERIOD OF PERFORMANCE

<b>Start Date:</b>	January 10 <sup>th</sup> , 2022
<b>End Date:</b>	April 25 <sup>th</sup> , 2022

The project will operate on a weekly schedule. At the beginning of each week, there will be tasks that need to be completed by the start of the next week. Each member will be assigned a role and a task, or tasks, that need to be completed. If one member falls behind, others will pick up the slack to complete all deliverables on time. The schedule of tasks to be completed will be put on Microsoft Teams each week in folders labeled accordingly

## PLACE OF PERFORMANCE

The new website will be designed and tested at Wix.com and transferred to Cardinal Cupboard at the end of the project.

## SCOPE OF WORK

The project comprises the design and implementation of a fully functioning website with dynamic features as requested by Cardinal Cupboard. Our team will prepare all project management and supporting documentation as well as ownership of the final product.

## DELIVERABLES SCHEDULE

Item	Deliverables	Dates
1.	System architecture and Flow Diagrams	February 14, 2022
2.	Website Design – First Draft	March 14, 2022
3.	Website Demo 1	March 21, 2022
4.	Website Demo 2	April 11, 2022
5.	Internal Tests	April 14, 2022
6.	Website – Final version	April 20, 2022
7.	Acceptance Tests	April 25, 2022
8.	Project Documentation	April 27, 2022
9.	Product Handover	April 29, 2022
10.	Website launch	May 3, 2022

## MILESTONES

Milestone	Estimated Delivery Date
Project planning	3 weeks (1/21-2/07)
System architecture and ERD/Flow diagrams	1 week (2/07-2/14)
Demo 1	4 weeks (2/14-3/21)
Demo 2	3 weeks (3/21-4/11)
Final Demo	2 weeks (4/11-4/25)

## APPLICABLE STANDARDS

None identified.

## SPECIFIC REQUIREMENTS

Wix web design and hosting services will be used to design and implement this project.

## OTHER REQUIREMENTS

List all known resource requirements, below.

## HUMAN RESOURCES

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Not applicable.

## OTHER RESOURCES

None identified.

Resource Description

## VENDOR RESPONSIBILITIES

6 Fun Improvisors will handle all the logistics and coordination during the project and handover the final product after final acceptance.

## CLIENT RESPONSIBILITIES

Cardinal Cupboard should designate a staff member as Single Point of Contact (SPOC) throughout project duration.

## PROJECT RISKS

There are no risks identified with implementing the project.

## ASSUMPTIONS, CONSTRAINTS, DEPENDENCIES

Main assumption is our team will have full support from Cardinal Cupboard staff to address questions or concerns during the implementation of the project.

Constraints include budget, time to complete the project, and acceptance criteria.

Successful completion of this project depends on:

- Team members' ability to complete tasks on time
- Class schedule
- End of the semester
- Any issues or problems
- How quickly the client wants the project to be completed and or delivered
- Availability of Cardinal Cupboard staff during product acceptance and handover.

## COMPLETION/ACCEPTANCE CRITERIA

All screen layouts, diagrams, models, prototypes, demos, etc., will be tested for any redundancies or errors by our team and a designated Cardinal Cupboard staff member. Delivery of all documentation must happen for the project to be considered complete.

## CHANGE CONTROL PROCEDURE

Change control will be managed by using the requirements traceability matrix. Any changes made that may affect any requirement(s) will be documented and further explained. If necessary, a change to this Statement of Work will be required.

## CONTRACT TYPE AND INVOICE PROCEDURES

Does not apply.

## OTHER INFORMATION AND SUPPORTING DOCUMENTATION

To be updated.

## POINTS OF CONTACT

Kathy Meyer, Associate Director, Student Involvement. [kathy.meyer@louisville.edu](mailto:kathy.meyer@louisville.edu)

## ACCEPTANCE

Date: \_\_\_\_\_

By initialing each page and signing below, I \_\_\_\_\_, in my capacity as \_\_\_\_\_, of \_\_\_\_\_ agree to

and accept the terms set forth in this Statement of Work.

*Commonwealth Credit Union Cardinal Cupboard*

By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Printed Name and Title