

## Appendix A: Statement of Work

### Development Scope, Deliverable, and Acceptance Criteria

#	Title	Description	Deliverable	Acceptance Criteria
1	Review Artifacts and Update Architecture Design	<ul style="list-style-type: none"> <li>Review all project artifacts including requirements, designs, diagrams, test plans, proofs of concept results, build plan, etc.</li> <li>Compare Architecture Design document to Requirements and Functional documentation and identify any gaps or issues</li> <li>Review new requirements and update Architecture Design document with solutions to new requirements</li> </ul>	<ul style="list-style-type: none"> <li>Gap analysis of requirements to design</li> <li>Updated Architecture Design document</li> <li>Facilitate a walkthrough of the updated Architecture Design document with the AOC technical team; update as necessary</li> <li>Timeframe: July, 2009</li> </ul>	The AOC Project Manager approves deliverables of gap analysis and updated Architecture Design document
2	Test Case Development	<ul style="list-style-type: none"> <li>Create comprehensive test plan that covers functional, regression, integration and performance consistent with the guidelines described in the AOC Test Strategy Best Practices (July 2006).</li> <li>Develop test script based upon traceability to the Requirements and Architecture Design documentation, using ISB standard templates.</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive Test Plan</li> <li>Test scripts and results covering all functional, regression, integration and performance cases</li> <li>Facilitate a walkthrough of completed Test cases document.</li> <li>Facilitate a walkthrough of completed Test Plan.</li> <li>Timeframe: July, 2009</li> </ul>	The AOC Project Manager approves deliverables of Test Plan and scripts

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3	Development and Functional Components Demonstration	<ul style="list-style-type: none"> <li>• Create proof of concepts as they relate to integration with other components including FileNet P8 CE, DataMaxx/CLETS, and Web Service users including CCMS and local court data repositories</li> <li>• Configure TIBCO products per Architecture Design documentation.</li> <li>• Design and document web services integration specification for CCMS and external court users, including ETL functions</li> <li>• Unit test configurations in the AOC development environment, or alternate environment as designated by the AOC.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration of results from proof of concepts</li> <li>• Demonstration to stakeholders of the related functional components and exception cases, including a walk through of configured processes.</li> <li>• Provided detailed list of error messages for review during the demonstration.</li> <li>• Facilitate components demonstration to stakeholders as designated by the AOC, including internal technical staff, court technical analysts, and CCTC environment support staff.</li> <li>• Timeframe: July – August, 2009</li> </ul>	The AOC Project Manager approves deliverables of functional components demonstration consistent with requirements and design

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4	Deployment Guide Development	<ul style="list-style-type: none"> <li>Review the ISB standard Deployment Guide template.</li> <li>Prepare Deployment guide document using the ISB template.</li> </ul>	<ul style="list-style-type: none"> <li>Deployment guide for use by Data Center resources within CCTC pre-production environments, including at a minimum:               <ul style="list-style-type: none"> <li>TIBCO component descriptions, locations and dependencies</li> <li>Promotion procedures for the new services.</li> </ul> </li> <li>Timeframe: July – August, 2009</li> </ul>	The AOC Project Manager finds that the ISB Deployment guide includes the information in the Deliverable Description.
5	Test Results and Deployment	<p>Work with teams to:</p> <ul style="list-style-type: none"> <li>Deploy the configurations into the CCTC TEST and STAGING environments.</li> <li>Execute tests in accordance with the test plan and cases, and document results.</li> <li>Review results with Teams stakeholders for approval.</li> <li>Prepare Test results document.</li> <li>Facilitate a walkthrough of completed Test results document.</li> </ul>	<ul style="list-style-type: none"> <li>Performs functional, regression, integration and performance testing of TIBCO deliverables.</li> <li>Documented test results based on execution of the test plan, with 100% tests completed unless deferred or removed with approval by the participants identified for this Deliverable in the RAM.</li> <li>Timeframe: September, 2009</li> </ul>	The AOC Project Manager finds that the Test results document includes the information in the Deliverable Description, and map to the test categories defined in the Test Plan.

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6	UAT assistance	<ul style="list-style-type: none"> <li>• Participate in the User Acceptance Testing (UAT) phase at the direction of the AOC Project Manager.</li> <li>• Provide weekly input to the AOC Project Manager on UAT issues to be reviewed on a monthly basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in the UAT phase at the direction of the AOC Project Manager.</li> <li>• Provide weekly input to the AOC Project Manager on UAT issues to be reviewed on a monthly basis.</li> <li>• Timeframe: November, 2009</li> </ul>	
7	Deployment assistance	<ul style="list-style-type: none"> <li>• Participate in deployment of CCPOR Pilot for a court at the direction of the AOC Project Manager.</li> <li>• Review pilot courts designs, address web services specification requirements, and provide integration test support.</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in the pilot court onboarding activities at the direction of the AOC Project Manager.</li> <li>• Timeframe: December 2009 – March, 2010</li> </ul>	
8	Project Management	<ul style="list-style-type: none"> <li>• Prepare and distribute weekly status reports, including monthly financials summary.</li> <li>• Participate in project monitoring, control and governance activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly Status Report Summary</li> <li>• Monthly budget report, including travel expenses up to 30-days from date expense was incurred.</li> <li>• Timeframe: Ongoing</li> </ul>	

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9	Project Closure	<ul style="list-style-type: none"> <li>• Facilitate lessons learned discussions.</li> <li>• Recommend action plan for possible future work.</li> <li>• Document project summary, including summary of activities and financials for the project, open issues, reusability components and input for ISB best practices updates.</li> </ul>	<ul style="list-style-type: none"> <li>• Project review documentation includes:</li> <li>• Project description</li> <li>• TIBCO PortalBuilder component design.</li> <li>• Application component design.</li> <li>• Lessons learned summary.</li> <li>• Test results summary.</li> <li>• Service hours and financial summary.</li> <li>• Suggestions for possible future enhancements.</li> <li>• Recommended reusable components that may be applied to future similar projects.</li> <li>• Feedback to the AOC regarding prospective changes or enhancements to ISB best practices.</li> <li>• Timeframe: March 2010</li> </ul>	The AOC Project Manager finds that the Project review documentation includes the information in the Deliverable Description.

*End of Appendix A*