

Overview

- Statement about how the vendor agrees to deliver milestones to the organization.
- Definition of the specific scope of work to be delivered by the vendor. This includes support work or “train the trainer” work. Carefully detail the work so that there’s no misunderstanding.
- Make sure a change control process is defined in the event scope changes.
- Make sure the project duration dates are defined or ensure that the timeline for the vendor demand is defined.
- What are the termination terms? What is the timeframe for the vendor to deliver final artifacts to Tech Company, Inc?
- Where should invoices be mailed to?

Project Information

- Project Background and Scope
- Project Approach – Agile? Waterfall?
- Project Schedule
 - Performance Guarantees by the vendor.
 - Process for missed milestones. Tech Company, Inc. must lead this discussion.
 - Credit for each week missed on milestones
 - Invoices on hold until milestone delivered
- Vendor & Tech Company Inc, Roles and Responsibilities
 - Who is doing what in each phase?
- Sprint Definitions – Agile. What are the expected outcomes for each sprint?
- Phase Definitions – Waterfall
- Detailed Project scope and vendor responsibilities

Communications Plan

- Detailed communications plan with the vendor.
 - This includes meetings with the vendor to discuss status, issues, scope changes, troubleshooting sessions, etc.
 - Who will be the participants in each meeting or workshop.
 - Understand what is required to meet with the vendor’s technical team in the event there are technical integration issues that need to be resolved.
- Reporting
 - What reports will be created for status updates.
 - What technical tool will be leveraged to keep the project team connected?
 - MS Teams, Confluence,

Milestone & Payment Schedule – Waterfall method

Milestone	Due Date	Acceptance Criteria	Cost
Project Kick-Off <ul style="list-style-type: none"> High-Level Requirements Face-to-Face Kick-Off conference 	May 29, 2020		\$50,000
Requirements Sign-Off	Sep 25, 2020	Approved BRD document	\$100,000
Development / Unit Testing	Jan 29, 2021	System in QA env	\$100,000
User Testing Support / Defect Fixing	Mar 26, 2021	User sign-off for Prod dep	\$50,000
Production Rollout / User Training	Jun 30, 2021		\$25,000

Milestone and Payment Schedule – Agile method

Milestone	Due Date	Acceptance Criteria	Cost
Sprint 0 <ul style="list-style-type: none"> High-Level Requirements Face-to-Face Kick-Off conference 	May 29, 2020	<ul style="list-style-type: none"> Backlog confirmed Sprints defined Definition of Done 	\$50,000
Sprint 1	Jun 26, 2020		\$25,000
Sprint 2	Jul 24, 2020		\$25,000
Sprint 3	Aug 21, 2020		\$25,000
Sprint 4	Sep 18, 2020		\$25,000
Sprint 5	Oct 16, 2020		\$25,000
Sprint 6	Nov 13, 2020		\$25,000
Sprint 7	Dec 11, 2020		\$25,000
Sprint 8 – Jan 4 start due to XMas	Jan 29, 2021		\$25,000
Sprint 9	Feb 26, 2021		\$25,000
Sprint 10	Mar 26, 2021		\$25,000
Production Support: <ul style="list-style-type: none"> Production Rollout User Training Help Wiki / videos developed Defect fixes 	Jun 30, 2021		\$25,000

Fixed Fee Schedule

Item	Due Date	Acceptance Criteria	Cost
PMO Tools, Inc. Software Purchase	Jun 26, 2020		\$100,000
PMO Tools, Inc. Software License	Jun 26, 2020		\$50,000
PMO Tools, Inc. Software Purchase	Jun 30, 2021		\$100,000
PMO Tools, Inc. Software License	Jun 30, 2021		\$50,000
PMO Tools, Inc. Operational Support	Jan 10, 2022		\$10,000
PMO Tools, Inc. User Licenses	Jun 26, 2022		\$1,000
PMO Tools, Inc. Operational Support	Jan 9, 2023		\$10,000
PMO Tools, Inc. User Licenses	Jun 26, 2023		\$1,000
PMO Tools, Inc. User Licenses	Jun 26, 2024		\$1,000