

Statement of Work

Participant Tracking Database Development

Medical Studies Center

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Purpose

This document provides a high-level outline of work to be undertaken as a part of the project.

Scope

The project will include all work required to design, construct, and implement an application providing the functions required by the Medical Studies Center. This will include:

1. Information need analysis
2. Information need interviews with staff members
3. Application design
4. Programming
5. Development of maintenance and user recommendations
6. Development of system documentation suitable for guiding average users and staff members involved in system maintenance activities
7. Installation of the final product at the client's offices.

Exclusion

Transfer of data out of the current system (based on the product "ClinicVisitScheduler") is not included in this statement of work.

Application Overview

The application to be constructed is described in the accompanying "Vision and Scope" document.

User Demography

All users will be staff members of the Medical Studies Center working at the Center's facility in the Legner Research Center, Giant Health Sciences Facility, Portland, Oregon.

User Groups

A detailed description of user groups is provided in the accompanying "Vision and Scope" document.

Constraints

No constraints other than those offered in the "Vision and Scope" document are applicable.

Assumptions

Attention of appropriate Medical Studies Center staff will be available as needed to resolve questions requiring staff input. It is assumed that no key staff whose input is critical to the project will be unavailable for extended periods, etc.

Information required to correctly install the final application within the GHSF computing environment will be available with reasonable promptness. It is assumed that technical assistance from GHSF information technology staff will be available in a timely fashion.

Staffing and Cost

Disclaimer

The estimates provided here are based on the current understanding of project details and the agreed billing rate for services rendered. These estimates reflect only those details that are clearly outlined in this document.

Changes in the job outline may readily render these estimates obsolete. Requests for additional capacities, unexpected data complexity or newly revealed data inconsistencies typically result in cost increases. Elimination of a requested function will not reduce costs if implementation work for that capacity has already been completed at the time of the change. Alteration of a job specification may also increase costs if the revised specification is more difficult to implement than the original specification. Alternatively, an alteration may increase costs if work already completed becomes invalid as a result.

The estimates provided here are accurate only if the understanding of the job provided in this document is accurate and complete. Acceptance of this statement of work by the client is taken to indicate the client's confirmation that this outline of work is accurate and complete.

Estimated Staffing

All system analysis, design, and implementation work will be performed by Larry Bednar.

A variety of interviews with staff of the Medical Studies Center will be required to ensure that information needs are correctly understood. In addition, a variety of questions regarding application development choices will arise throughout development. An estimated 25 hours of staff time will be needed for these purposes.

Staff training for use of the new application is estimated at 10 hours.

Total time required of client staff is therefore about 35 hours.

Estimated Costs

The current best estimates of project costs are provided in the table below. Cost is calculated at the rate of \$50 per hour expended on the task.

Task	Estd 50% Hours	Estimated 50% Cost	Estd 90% Hours	Estd 90% Cost
1. Project evaluation - unbilled	5		5	
2. Interviews with staff	12	600	20	1000
3. Vision and Scope document	4	200	9	450

Task	Estd 50% Hours	Estimated 50% Cost	Estd 90% Hours	Estd 90% Cost
4. Data Model diagram	3	150	7	350
5. High Level Application Design	6	300	12	600
6. Survey Tracking - construction	16	800	32	1600
7. Survey Tracking - installation	2	100	4	200
8. Visit Scheduling - construction	10	500	20	1000
9. Visit Scheduling - installation	2	100	3	150
10. Automated visit scheduling - construction	4	200	8	400
11. Automated visit scheduling - installation	1	50	2	100
12. Feature enhancements - construction	2	100	4	200
13. Feature enhancements - installation	1	50	2	100
14. Revisions - construction	4	200	8	400
15. Revisions - installation	1	50	2	100
16. User Documentation	6	300	13	650
17. User Training	7	350	12	600
18. Administrator Training	3	150	6	300
Total (charged hours)	84	\$4200	164	\$8200

The “50th percentile” estimates represent a figure I think we have a 50% chance of undercutting. The “90th percentile” estimate represents a figure I feel we have a 90% chance of undercutting.

It is very difficult to precisely estimate time and expense on software projects. Many implementation details remain to be discovered during additional conversations with staff. Cost/time estimates provided at this time therefore must make educated guesses at these details. Because of this, I always like providing some understanding of the variability that seems possible based on my experiences with past projects that seemed grossly similar to this one. The figures provided above reflect my estimate of probably variability based on past software development experiences.

An updated estimate of expenses will be produced after further conversations with client staff. The further detail available at that time provides should allow a more complete outline of project expenses.

Deliverable Outlines

The following items will be included in the final product:

1. A FileMaker Pro V6 application providing the functions outlined in this document and the accompanying “Vision and Scope” document, provided in incremental deliveries (line items 6, 8, 10, 12 above).
2. Installation of the application on GHSF computer systems used by the client’s staff (line items 7, 9, 11, 13 above).
3. Technical documentation outlining features of the system that may be of importance to developers or administrators of the system in the future.
4. Documentation outlining use of the application in terms more targeted to the typical application user than to the system administrator or later developers (line item 16 above).
5. User training amounting to an average of approximately 45 minutes per user (line item 17 above).

6. Administrator training/advice. In my experience, this is usually most effective when the time is used as one-on-one consulting time with the system administrator. This depends somewhat on the beginning expertise of the staff member selected for this role (line item 18 above).

Expected Duration

Initial delivery will be completed by September 3, 2004. This would include all functions agreed to be “essential”.

A later delivery will be completed by September 30, 2004. This delivery will provide all additional functions not provided in the initial delivery.

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