

Statement of Work (SOW) - Data Conversion (Risk Manager to WeTrack) One-Time Services

Project Summary

Provider will work with Customer to complete the following as a part of this project:

- Data Conversion (Risk Manager to WeTrack)

Assumptions

Data Conversion (Risk Manager to WeTrack)

- Customer is migrating from Provider's Risk Manager solution to Provider's WeTrack solution.
- Customer is onboarding WeTrack Risk and/or Incident Management modules.
- Data conversion will occur prior to WeTrack onboarding.

Limitations

Data Conversion (Risk Manager to WeTrack)

- Risk Manager data will be migrated to align with standard WeTrack functionality.

Scope of Services

Kick Off

Provider responsibility

- Internal handover and preparation.

Customer responsibility

- Ensure project goals are accurate and fully aligns to business requirements.
- Raise any risks, blackout periods for software release, resourcing plan.

Discovery

Provider responsibility

- Up to one (1) thirty (30)-minute remote requirements gathering meeting to determine what data is currently utilized, what data will not be supported in the conversion, and what steps will be necessary post conversion to ensure unsupported data is added into WeTrack manually during onboarding.

Customer responsibility

- Ensure key resources attend all discovery sessions.
- Provide an understanding of business processes, data, and requirements.

Build

Provider responsibility

- Provider to complete one (1) migration of data into WeTrack production environment.

Customer responsibility

- Validate migrated data.
- Raise any issues found (that are within the scope) in a timely manner.

Launch & Post Launch

Provider responsibility

- Internal handover as needed.
- Project closure

Customer responsibility

- Complete customer satisfaction survey.

Project Management

Provider responsibility

- Coordination of resources, activities, meetings in alignment with timelines and milestones.

Customer responsibility

- Nominated project lead.
- Coordination of activity and resources on customer side to align to project plan and schedule.

Exclusions

- Multiple rounds of data migration
- Custom development
- Integration services

Project Schedule

The estimated timeline for this project is 3 weeks. However, Provider and Customer will create and agree to a joint project plan. The plan is *an estimate* and may change.