

Statement of Work (SOW)

Instructional Design

for

Ms. Mugdha Amin

Date:31-Mar-2021

Version 1.0



Document info

SOW No: 27	Knowzies Technology Pvt Ltd - SOW/030/2021
Last Change Date:	NA
Project Name	Instructional design
Client/Company	Mugdha Amin
Contact Person(s) & Email ID:	Mugdha Amin - mugdhaamin@gmail.com
Version	V1.0

Document Versioning

Version	Released on	Edits and Changes
Version 1.0	28-March-2021	NA

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Overview

This document covers agreed upon scope (between Mugdha Amin and Knowzies) for creating Storyboard and review the output developed by Knowzies team. The storyboard be developed for the inputs shared by Knowzies. The module will be SCORM 1.2 compliant and will be hosted on client's LMS.

This SOW also lists process to be followed and activities to be performed by Mugdha Amin, dependencies on Knowzies (especially for review and feedback), Deliverables from Mugdha Amin, Scope and Non- Scope elements, Development Cost and Payment terms.

Scope of Work

This section describes the requirements-

1. Review the raw content
2. DCO to be developed
3. Knowzies to review
4. Discuss any query with client
5. SB to be developed
6. Knowzies to review
7. Discuss any query with client
8. Mugdha Amin will make sure that the communication is of utmost priority and red flags (if any) are raised well within time
9. Review the module developed by Knowzies team



Deliverables

Knowzies Deliverable

Knowzies will be responsible for following deliverables during the development process-

1. Providing raw content in editable format
2. Central point of contact to approve the deliverables and other communications
3. Timely review and feedback on deliverables
4. Access to Image library (in case if any specific images to be used)
5. Arrange client calls for clarifications
6. Review DCO, Storyboards provided

Mugdha Amin Deliverables

Mugdha Amin will be responsible for following deliverable :

1. Develop DCO
2. Develop SB
3. Share DCO/SB
4. Discuss queries and walkthrough in Client calls
5. Regular updates over email, skype, and MS Teams
6. Sign off of the Module

Employed Software Applications

The following applications would be employed to execute the project.

1. MS Office

Hardware, Software, Desk, and Internet

Mugdha Amin would bear the cost of the required Hardware, Software, Desk, and Internet connection to develop and deliver the required project.

Intellectual Property Rights

Since the source content would be provided by the Knowzies, the Intellectual Property rights for the content would be held by Knowzies, and Ms. Mugdha Amin does not hold the right to reproduce the content with a different design or theme.

Communication and Delivery



The communication of the project will be done over emails, skype calls. A weekly/biweekly status call will be scheduled based on the day and time convenient for both the teams.

Knowzies will set up a secure one-drive folder for the delivery. Both the teams will use the one-drive for sharing the inputs and for delivery of modules.

The contract will be on a per project basis.

Development Cost

Sr.#	Particulars	Total Cost (INR)
1.	Storyboarding (Exclusive of GST)	INR 25,000

- Start Date: 18th March 2021



Payment Terms

Sr. No.	Description	%	Remarks
1	Invoice to be raised on Sign off of SB	100 %	Within 30 days from the date of receipt of the invoice

Please Note: Knowzies will be deducting TDS as applicable while clearing the payment.



IN WITNESS WHEREOF, the parties have caused this Agreement to be signed and delivered by their duly authorized officers, all as of the date first herein above written.

Executed by **Mugdha Amin**

By

Mugdha Amin-Mulay

Authorized Signatory

I have authority to bind the corporation.

Executed by **Knowzies**

By

Ashutosh Joshi - COO

Authorized Signatory

I have authority to bind the corporation.

-End of the document-

