



## OpenSFS

# Example Statement of Work, Management and Reporting

Version 1.0

OpenSFS Solicitation W4570

February 20, 2013

## Example Statement of Work

The following are two example statements of work, the first is for design and scoping activities, the second is for proposed development activities. Offeror should create a SOW that is appropriate for the type of work they are proposing.

### **1.1 Design and Scoping Activities**

Offeror may propose a statement of work (SOW) that is appropriate to design and scope the activities and level of effort required to address the broad categories of improvement specified in the Technical Specifications. Offeror shall, wherever possible, generate separate statements of work for separate features, as OpenSFS may choose to fund individual feature sets. Below are example elements of a SOW that Offeror may find helpful in generating a response.

#### **Example Deliverables**

- i. Requirements analysis document detailing the requirements of proposed solution  
Completion: Start of Contract + 1 month
- ii. High-level design to satisfy these requirements  
Completion: Start of Contract + 2 months
- iii. Detailed design to satisfy these requirements  
Completion: Start of Contract + 3 months
- iv. Detailed project plan to implement these features including milestones and proposed cost.  
Completion: Start of Contract + 4 months

### **1.2 Development Activities**

Offeror may propose a statement of work (SOW) that is appropriate to design and scope the activities and level of effort required to address the broad categories of improvement specified in the Technical Specifications. Offeror shall, wherever possible, generate separate statements of work for separate activities as OpenSFS may choose to fund individual activities. Below are example elements of a SOW that Offeror may find helpful in generating a response.

### Example Deliverables

- i. Requirements analysis document detailing the requirements of proposed solution  
Completion: Start of Contract + 1 month
- ii. High-level design to satisfy these requirements  
Completion: Start of Contract + 2 months
- iii. Detailed design to satisfy these requirements  
Completion: Start of Contract + 3 months
- iv. Initial delivery of solution (alpha)  
Completion: Start of Contract + 7 months
- v. Testing and demonstration results document of alpha solution  
Completion: Start of Contract + 8 months
- vi. Secondary delivery of solution (beta)  
Completion: Start of Contract + 9 months
- vii. Testing and demonstration results document of beta solution  
Completion: Start of Contract + 10 months
- viii. Final delivery of solution  
Completion: Start of Contract + 11 months
- ix. Testing and demonstration results document of final solution  
Completion: Start of Contract + 12 months
- x. Final solution integrated into supported release  
Completion: Start of Contract + 14 months

## **Management and Reporting**

Management oversight is important for keeping activities on track and within scope. As part of each deliverable, the Offeror shall exercise due diligence in management activities,

including regular attendance and participation in management meetings as described below.

Weekly technical management: At an appropriate frequency, the Offeror's technical representative(s) shall meet with OpenSFS's technical teams and Offeror's technical team to discuss progress on tasks detailed within this document. The Offeror shall provide current status on all tasks and be prepared to discuss current status in technical detail. Any resource dependencies, such as access to OpenSFS testing equipment must be identified in this meeting.

The Offeror shall submit a monthly progress report no less than two business days after the last day of each month detailing progress made on each deliverable. The Offeror shall provide documentation of completion for each deliverable prior to billing. OpenSFS's technical representative must document completion of a deliverable in order for it to be considered complete.

The Offeror (Project Manager or Support Senior Manager) shall attend quarterly executive management meetings with OpenSFS management to discuss progress on work items as well as broader topics including technical detail and forward-looking feature development. The communication method for these meetings (e.g., face-to-face, conference call, etc.) shall be determined by mutual agreement.

### **1.1 Licensing and Source Code**

All software, designs, and project plans developed and data generated within the scope of this agreement are subject to the OpenSFS contributor agreement. Offeror shall also release all developed and modified code via GPL V2 or other open source license reasonably designated by OpenSFS.

### **1.2 Lustre Software Enhancements**

All changes to Lustre software shall be made available in a production release of Lustre 2.x except where otherwise noted. All changes to Lustre must pass OpenSFS's Lustre test suite (negotiated with Offeror) in order to successfully complete delivery milestones. It is desired that Offeror's changes to the Lustre file system shall be backward compatible with non-enhanced Lustre clients, servers, and routers.

### **1.3 Access to Hardware Resources**

Access to facilities and equipment required to facilitate the work to be performed may be negotiated.