

Statement of Work
to
Contract with **XYZ Insurance Limited**
for
Business Analyst

This Statement of Work (SOW) is made and entered by and between Purchaser (“PQR”) and XYZ (“Vendor”), for data integration and implementation consulting services for **Business Analyst**.

This SOW incorporates by reference the terms and conditions of Contract Number **PSCXXXXX** in effect between the PQR Consulting and Vendor. In case of any conflict between this SOW and the Contract, the Contract shall prevail. AOC and Vendor agree as follows:

1. Introduction

The intent of this SOW is to enable AOC’s Information Services Division to obtain independent expertise on data integration technologies and related topics as ISD undertakes a number of enterprise level project deployments. While all ISD projects report to a single governance model, ISD requires an independent Data Strategy Consultant to guide and direct each project team ensuring a high level of continuity and success as ISD’s projects progress into deployment and production. As potential data concerns are raised by other contracted Vendors and project teams, the Data Strategy Consultant is expected to help analyze, identify and propose recommended solutions for remedy.

Additionally, the Vendor’s Data Strategy Consultant, who will report to an assigned ISD Manager, will help refine and finalize data integration strategies for the key agency projects as outlined by Section 3 of this document. This involves facilitating meetings between stakeholders, preparing deliverables, communicating strategies and reviewing agency-drafted deliverables as listed in Section 3 of this document.

2. Project or Task Objectives

Vendor must provide Services, staff and work products, and otherwise do all things necessary for or incidental to the performance of work as set forth under this SOW for all project objectives as provided below:

Cross-Project Issue Identification and Resolution

Much of the Data Strategy Consultant’s role will encompass a cross-project scope for the agency, meaning the Vendor’s consultant will be responsible for taking an organization-wide perspective in observing, documenting, advising and recommending solutions to issues across project teams. The following are key objectives that cross agency projects:

- Participate in specified project vendor meetings.
- Observe and identify data analysis and reporting issues.
- Work with ISD’s Project Management Office (PMO) and Architecture & Strategy (A&S) to

assign issues to the correct operational unit, such as Data & Development, and Operations.

- Work with appropriate team(s) to address issues.
- Facilitate discussions among stakeholders and communicate resolution.
- Assist in rationalizing and evaluating change requests for project teams and vendors.

Data Strategy Guidance and Communication

The Data Strategy Consultant will work closely with AOC ISD management to help further develop and communicate the AOC strategy surrounding data. This includes the following objectives:

- Facilitate strategic discussions between teams as related data capture, storage and analysis.
- Provide guidance and direction surrounding the agency's statewide data strategy.

Data Quality Program

The Data Quality Program has a vision to ensure "Quality data is made available to customers so as to ensure fair and accurate administration of justice." This program consists of several projects which are continuing to evolve as the agency is working through a consolidated data governance plan. Objectives the Vendor will achieve surrounding data quality include the following:

- Help finalize and communicate data quality strategy and data quality concerns.
- Help finalize and negotiate data governance and quality processes by assisting to coordinate schedules.
- Provide subject matter expertise and best practices to team.
- Help identify and communicate needs for additional resources for data quality work as needed.

Commercial-of-the-Shelf (COTS) Prep Project

The COTS project team is focused on planning and preparing for the implementation of new COTS packages within the agency. Their current focus is on determining what impacts the adoption of a new Superior Court Case Management System (SC-CMS) will have on the organization and its existing/legacy information systems. The objectives for the Strategy Data Consultant related to this project include the following:

- Help finalize and communicate analysis and findings.
- Provide subject matter expertise and best practices to team.
- Facilitates the execution of the SC-CMS, Information Networking Hub (INH), and Judicial Information System (JIS) integration and data transfer strategy and architectural implementation.

INH Enterprise Data Repository (EDR) Project

The INH/EDR project has been tasked with implementing a centralized data sharing hub for the agency. This hub is meant to serve as the primary means by which the agency shares system-to-system information between agencies by using modern Web Services and routing service transactions

to the appropriate system of record. The objectives for the Data Strategy Consultant related to this project include the following:

- Help finalize and communicate analysis and findings.
- Provide subject matter expertise and best practices regarding data governance to team.

3. Scope of Work

Vendor shall provide Services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

Task 1: Data-Related Strategic Consulting

Under this contracted effort, the Data Strategy Consultant will meet on a continuous basis with project and contracted staff teams for specified AOC projects in order to proactively identify and document any potential data-related issues and risks identified. Once identified, help the team by fully documenting the concern along with options in a matrix format to present decision makers with a balanced list of options and impacts for each option.

This effort will require continued monitoring throughout the entire contracted engagement. ISD expects the Data Strategy Consultant to continuously communicate with ISD staff and other stakeholders to observe and monitor data-related project activities and report appropriately.

The Data Strategy Consultant is expected to work closely with the ISD project teams to facilitate strategic discussions between teams as related to data capture, storage and analysis and to provide guidance and direction surrounding AOC's statewide strategy.

Delivery of the data strategy guidance will require the Data Strategy Consultant to develop and deliver timely communication documentation which will include, at a minimum, the following:

- Prepare written INH weekly status reports and executive summaries approved by the INH Project Manager.
- Monthly ISD Data-Related Executive Summaries using formats approved by the assigned ISD Manager.
- Provide presentations, slide decks and documentation on proposed strategy and technical solutions to AOC staff and INH project stakeholders as needed