

## Statement of Work Template

<b>Project Name:</b> XXXXXXXX
<b>Prepared by:</b> XYX Insurance Limited
<b>Date:</b> 05-06-2024
<b>Vendor Name:</b> PQR Consulting Pvt Ltd
<b>Description of Deliverables or Procurement Items</b> (in as much detail as needed to accurately define the proposed work): <ul style="list-style-type: none"><li>• Managing master data, including creation, updates, and deletion.</li><li>• Managing users and user roles.</li><li>• Provide quality assurance of imported data, working with quality assurance analysts if necessary.</li><li>• Commissioning and decommissioning of data sets.</li><li>• Processing confidential data and information according to guidelines.</li><li>• Helping develops reports and analyses.</li><li>• Managing and designing the reporting environment, including data sources, security, and metadata.</li><li>• Supporting the data warehouse in identifying and revising reporting requirements.</li><li>• Supporting initiatives for data integrity and normalization.</li><li>• Assessing tests and implementing new or upgraded software and assisting with strategic decisions on new systems.</li><li>• Generating reports from single or multiple systems.</li><li>• Troubleshooting the reporting database environment and reports.</li><li>• Evaluating changes and updates to source production systems.</li><li>• Training end-users on new reports and dashboards.</li><li>• Providing technical expertise in data storage structures, data mining, and data cleansing.</li></ul>
<b>Required Timeline and Milestone Dates:</b> 254 Working Days, 1 Year Project (01-08-2024 – 31-07-2025)
<b>Collateral Services Required of Vendor</b> (e.g., performance reporting, post-project operational support, etc.): XXXXXXXXXX
<b>Cost Parameters:</b> XXXXXXXXXX