Effective date: _____
Contract Number: XXxx2014

BUDGETPAK STATEMENT OF WORK

This statement of work is between XXXX and XLerant subject to the terms of the Professional Services Agreement dated _____.

Implementation Overview

'Implementation' is the process of configuring BudgetPak for your unique organization. Implementation is a collaborative process between you, the customer, and XLerant. Together we will implement a robust system that improves your budget process and engages your users.

This work is both technical and non-technical in nature. The non-technical aspects involve understanding XXXX's current budgeting methods and infrastructure, and XXXX's objectives and goals with BudgetPak. The technical aspect involves putting those objectives and goals into action within the BudgetPak framework. There are almost always multiple ways to achieve your goals using BudgetPak, and determining the best way under the circumstances involves a combination of judgment, experience, and technical skill.

Responsibilities and Roles

You will be assigned an Engagement Manager who will be your primary contact person and who will coordinate all the activities of the Implementation team. This person will manage your project plan, conduct status meetings, coordinate the resolution of issues, coordinate testing and training, manage the implementation team, and schedule additional XLerant resources as needed.

You will assign a person to be the focal point at your company to coordinate the user and technical support and resources needed for the project, and to be responsible for approvals and decisions. This person will coordinate data collection and reconciliation, review each stage of the implementation process, and provide end user involvement with systems and user acceptance training.

General Steps

The following are the general steps which make up the implementation process:
- Kickoff meeting
- Data Collection
- Data Review and Validation
- Data Configuration and Review
- XXXX Signoff
- User and Administrator Training
- Go Live
- Follow Up

XLerant's Deliverables

The following are the items that will be delivered as part of implementation of BudgetPak.

- The BudgetPak database will be fully configured and made available to you. BudgetPak will be considered to be fully implemented upon final review and acceptance of the configured database by your personnel.
- The Project Plan, updated as necessary
- BudgetPak administrator training
- Training for your end users
- BudgetPak configuration guide and reference manual; myXL reference manual

Customer Required Preparatory Work

The following are the preparatory items required by XXXX during the engagement to enable work by XLerant's team.

- Description of Chart of Accounts segments.
- Agreement on Chart of Accounts mapping into Account and Unit Dimensions.
- Dimensions templates and historical data as outlined in the kickoff meeting.
- All calculations, drivers, pre-populated data, employee classes, and budget assumptions as noted in the Project Size and Scope section or as occurs during the implementation process.

Assumptions

We have made the following general assumptions in order to draw up our schedule and cost estimates. With this in mind, the following should be carefully reviewed by you to verify accuracy:

Interfaces with other systems
BudgetPak will need to load historical data from other XXXX systems. Our schedule and cost estimates assume that:
- XXXX will designate someone to get the required data from the external systems and deliver it to XLerant in the Excel templates provided by XLerant, according to the dates outlined in the project plan.
- XXXX is responsible for any required data scrubbing or cleansing of the data during data conversions or data imports. That is, XXXX is responsible for providing all data on time and in the agreed upon format. Data also must be correct and validated prior to submission to XLerant.

Consistency
There will be one uniform budgeting workflow, and a consistent set of calculations and business rules used across XXXX. Of course, unit-specific budget navigation maps (that is, the primary user interface for each user) will be configured appropriately and specifically for each unit.

Key Personnel Availability
Our schedule and cost estimates assume that personnel acting in the roles noted above to be reasonably and readily available to the XLerant team as needed throughout the project. Additionally all approvals and decisions are made within a reasonable time period, in adherence to the project plan.

Project Size and Scope

For the purposes of estimating an implementation schedule and cost estimate we have assumed:

- Budgeting and historical data will be in US dollars.
- There will be approximately 100+ Users.
- The fiscal year to be used in BudgetPak begins on July 1 and ends on June 30.
    - There will be 1-2 year of historical actuals and/or budget data loaded into BudgetPak.
    - GL system is xxxxx.
- There will be 1 chart of accounts used across all entities/departments.
    - The GL account string has 4 segments:
    - Fund – DeptID – Program – Account
    - The Unit dimension in BudgetPak will consist of Fund – DeptID – Program
    - The Account dimension in BudgetPak will consist of Account.
- There are approximately xxx units engaged in the budget preparation.
- There are approximately xxx accounts (income and expense) used for budgeting.
- There are approximately xxx full-time and part-time employees to be tracked on an individual basis using the Headcount module.
    - Adjunct faculty and student interns may be tracked in total by unit
    - Employee classes may be created and used for various benefit calculations.
- Drivers and calculated accounts will be created for revenue accounts, such as enrollment or tuition and expense accounts where appropriate.
- The ActionPaks module is included and may be used for projects and initiatives.
- The Assets Library module is included and may be used to house an assets library, and can be used by specified units for asset planning.
- The Workflow module is included and allows users to submit their budgets/forecasts for approval and for the BudgetPak administrators/Finance team to track progress.
- The Forecasting module is included and may be used to combine Actuals and Budgets for forecast planning.
- The What-If module is included and can be used at any level to adjust headcount, increases, income, and expense line items for various scenarios.
- The myXL module is included and myXL training will be provided so that XXXX may create specific, custom reports for their purposes, as needed.

Project Management

Change Control/Scope Management
During the project, if items that are out of scope occur or are requested, or if structural changes to the units hierarchy, subtotal mapping, or fundamental budget process is requested, a discussion will occur between the XLerant engagement manager and XXXX project manager to determine both the financial impact and timeline impact of the change. If the project managers determine that the change is feasible and required, a formal change request will be initiated and signed by both parties.

Project Updates
Project updates on the progress of the project will be communicated via updates to the Project Plan and detailed Configuration Status documents outlining completed and outstanding items with their estimated timeframes.

Completion Notification and Acknowledgment
The Implementation Process will be considered complete when XLerant makes available the final version of the XXXX database to the XXXX via the hosting provider and via an email to the XXXX Project Manager.

XXXX Project Manager will acknowledge completion and provide sign-off of the final database via an email to the XLerant Engagement Manager. XXXX shall provide such sign-off (a) when the database is operating substantially in accordance with the functionality described in the BudgetPak Reference Manual and in the Project Size and Scope Section of this SOW or (b) when XXXX makes any productive or live use of the database, whichever occurs first. If XLerant does not receive notice from the XXXX within two weeks of delivery of the final database, then the sign-off shall be deemed to have occurred upon delivery.

Estimated Project Schedule and Cost
The following schedule represents the estimated BudgetPak System Project Plan highlighting Key Deliverables for XXXX.

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BudgetPak System Project Plan for XXXX	XLerant	Client Proj. Mgr.	Client IT	Est. Start Date	Est. End Date	Cost
I. PROJECT KICK OFF						**$**
Project planning meeting (all other dates key off this date)	X	X	X			
BudgetPak documentation delivered	X					
II. PROVIDE GETTING STARTED DATA						**$**
Import Template for Company Accounts		X				
Import Template for Units and Hierarchy of units		X				
Import template(s) for Account Data (for prior year files (actual, budget, etc.)		X				
III. BUDGETPAK - BUILD PHASE 1						**$**
Configure accounts and unit structure	X					
Load historical data; load users	X					
Map accounts to units; map accounts to navigation screen; map users to units	X					
Validate historical data against BP reports	X	X				
BudgetPak Phase 1 walk-through	X	X				
Correct and adjust units, hierarchy, accounts, etc. based on walkthrough results and reports validation	X					
IV. DESIGN MEETINGS AND ACTIVITIES						**$**
Discuss compensation, national payroll taxes and benefits	X	X				
Discuss employee allocations, employee classes, and salary grades	X	X				
Discuss asset library and classes	X	X				
Discuss other calculations, pre-populated accounts, settings	X	X				
Discuss myXL models and reports, if noted in Project Size and Scope section	X					
All Phase 2 Import templates – employees, employee classes, calculations, assets, myXL models		X				
V. BUDGETPAK - BUILD PHASE 2						**$**
Load employee files and perform salary, tax, benefits and employee class mapping	X					
Load and configure asset library and classes	X					
Configure all calculations and settings	X					
Configure user roles and security	X					
myXL model and custom reports, if noted in Project Size and Scope section	X					
BudgetPak Phase 2 walk-through	X	X				
Corrections and adjustments based on walkthrough results	X					
VI. DEPLOYMENT AND TESTING PHASE						**$**
BudgetPak Administrator and myXL Training	X	X				
BudgetPak Final walk-through	X	X				
Finalize fully configured BudgetPak database	X					
Provide database access to client		X	X			
Client tests user/employee visibility and security		X				
Client performs detailed review of all configuration settings, reports, visual budget navigation map, headcount module, assets module		X				
VII. END USER TRAINING						**$**
BudgetPak end-user training preparation	X	X				
BudgetPak end-user training	X					
VIII. CUSTOMER SIGN-OFF						
Sign-off on BudgetPak Application		X	X			
TOTAL						**$**

Implementation Costs

The professional services fee included in this SOW is based on information provided from XXXX in meetings held in xxxx, 20xx. The professional services fee included in this SOW is based on information provided from Cornish College of the Arts in meetings held in June and July 2014. This estimate does not constitute a fixed price, but is a good-faith estimate based on our current knowledge of the scope, the application requirements and Metro Atlanta Chamber resources that will be assigned to the project. Any changes to such criteria may result in a change to the related fees, thus requiring a formal change-request to be executed by both parties.

Payment Terms

The implementation costs shall be payable via wire transfer as follows:
1/3 - due thirty (30) days after execution of the SOW
1/3 - due sixty (60) days after execution of the SOW
1/3 - due ninety (90) days after execution of the SOW, or upon completion of the project if sooner.

Other Professional Arrangements

1. Expenses are billed in addition to professional fees and will include reasonable, pre-approved travel, lodging and meal costs with payment due thirty (30) days after XXXX's receipt of the applicable invoice.
2. Any change in scope and/or assumptions that may impact fees and expenses must be discussed and approved by XXXX and XLerant prior to proceeding.
3. Should XXXX request additional XLerant support for any other reason, XLerant will provide the additional services at a cost of $200 per hour.

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Statement of Work Agreement

By signing this document, XXXX and XLerant agree to the terms of the BudgetPak Implementation Statement of Work. All information contained in this document is valid for 30 days from the date of signature by XLerant. If both parties have not executed a Software Services Agreement hereto, either party may terminate this SOW immediately upon the expiration of 30 days written notice except that XLerant may terminate this SOW upon ten (10) days notice for any payment-related breach hereof. If a Software Services Agreement has been executed, the terms of the Software Services Agreement will govern the parties' termination rights. Unless otherwise agreed in the Software Services Agreement XXXX agrees to compensate XLerant for all work performed towards this Project through the agreed upon Project cancellation date.

A c c e p t e d   A n d   A g r e e d   T o :

XXXX	**XLerant Inc.**
SIGNATURE:	SIGNATURE:
NAME:	NAME:
TITLE:	TITLE:
DATE:	DATE: