



High Level Statement of Work (SOW)

For

Inventory Management System

Submitted to

Hi-Tec Label Industries.

Submitted By

Thinkinno Technologies Pvt. Ltd.

Submitted On: 27th January 2020

 $\mathsf{Page} \ 1 \ \mathsf{of} \ 25$



Document Details:

Submission Date: 27-January-2020	Validity : 26-February-2020	
Version: 1.0		

Primary Single Point of Contact (SPOC)

Name: Hiren Acharya	Designation: Business Deve	elopment Manager
Address:		
Tel: +91 9892512584	Mobile: +91 9892512584	Fax:
Email: hiren.acharya@thinkinno.com	Website: http://www.thinkinn	io.com/
Signature:	Date: 27-January-2020	

STATEMENT OF CONFIDENTIALITY

The information contained in this document is confidential and proprietary to Thinkinno Technologies Pvt. Ltd.

Thinkinno Technologies Pvt. Ltd. submits this information with the understanding that Hi-Tech Label Industries.. will hold it in strict confidence. The contents are not to be disclosed, duplicated or used, in whole or in part, for any purpose other than the evaluation of Thinkinno's qualifications or participation in the scope of work identified within this document.

ACKNOWLEDGEMENT

We would like to thank Hi-Tech Label Industries.. for giving Thinkinno Technologies the opportunity to submit this Document.

We would also like to take this opportunity to thank the members at Hi-Tech Label Industries.. for their inputs relating to the requirements and the company's operations enabling us to respond to the development of the application.

DISCLAIMER

The obligation of the parties to perform the effort identified in this document is subject to the execution of a written agreement between the parties in accordance with the terms and conditions contained herein.

The information included in this SOW has been prepared and included for the purpose of this document only and shall not be construed as a precedent in any other situation outside this document and context.



Table of Content

Bookmai	CKGROUND AND OUR UNDERSTANDING OF THE REQUIE rk not defined.	
	out Thinkinno Technologies pe of Work	
3. SCO	•	
3.1	Out of Scope	
	Turnaround Time (TAT) to execute an assignment / project	
-		
	ndicative timeline	
	umptions	
	hnology Suggestion	
7. Pro	ject Management & Governance Framework	
7.1	Project Management	
7.2	Governance Framework	
8. Imp	plementation Methodology	
8.1	Onsite-Offshore Resource Deployment Plan	
8.2	Initial Requirement Envisioning	
8.3	User Interface Prototype (Demo)	
8.4	Preliminary Technical Architecture	
8.5	Iterations	
8.6	Product/Module Feature List for Iteration	
8.7	Update all Artifacts for the Iteration	
8.8	Approval of all Updated Artifacts	
8.9	Change Management	
8.10	Test Driven Development (TDD)	
8.11	Continuous Integration & Testing	
8.12	Responsive Site Testing	
8.13	Build Delivery	
8.14	User Testing of Iteration Build	
8.15	Publish Updated Iteration Release Plan	
8.16	UAT for Iteration Baseline	
8.17	Go-Live	
	posed Project Organization	
	lisk Management	
	Quality Assurance	
12. T	ime & Budgetary Quote	25





Project Approach and Timing

The project time for this requirement could be of elapsed 30 days. This project will be delivered with an Off-site (Hi-Tech Label Industries.) & On-site (Thinkinno Technologies) delivery model.



1. **ABOUT THINKINNO TECHNOLOGIES**

Thinkinno Technologies is an Information Technology company which provides technology solutions to customers in North America and U.K. The company has provided software development solutions for various products in the Banking and Financial Service Industry (BFSI) in North America and also for custom business applications in U.K.

Competencies:

- Complex Web Based Applications
- Complex Financed based applications
- Data Analytics & Reporting
- Mobile App Development (Native and Hybrid)
- Work-flow Competencies
- Elegant and creative site template development abilities
- Industry standards based deployment methodologies
- Abundant experience in design, development and maintenance of portals and ecommerce (B2B and B2C) sites
- Expertise in 3rd party applications integration with social networking tools.
- Professional Design (Look and Feel, Usability)
- Comprehensive Functionality (Front-end Functionality, Back-office Administration)
- Back-end Programming (Dynamic page generation, Database design, development, encryption, Advanced search mechanism, Built-in security, Real-time payment processing)
- Manual And Automated Testing Services







2. SCOPE OF WORK

2.1 SCOPE OF WORK

Inventory Management System

(Desktop Application)

1. User Logins.

1.1.Two User.

Masters

- <u>Company Master -</u> (Company from were Yarn rolls are purchased)
 2.1.Add / Edit
 2.2.View
 - ____
- <u>Colour Master (</u>Red, Yellow, Pink, Khakhi) 3.1.Add / Edit 3.2.View
 - 3.2. View
- 4. Shades Master (Shade Number I.e. 6034, HT151, TI267)
 - 4.1. Add / Edit
 - 4.2. View
 - 4.3. Fields
 - 4.3.1. Shades
 - 4.3.2. Denior Select from Denior Master
 - 4.3.3. Colour Select from Colour Master.
- <u>Denior Master (Thread Thickness I.e. 50/0, 90/0, 80/0)</u>
 5.1.Add / Edit
 5.2.View
- <u>Rack Master (Number of Racks in the warehouse I.e Rack No-1, Rack No-2)</u>
 6.1. Add / Edit
 6.2. View
- 7. Row Master (Rows in the racks)
 - 7.1. Add / Edit
 - 7.2. View
 - 7.3. Fields
 - 7.3.1. Rack No List selection from the Rack Master
 - 7.3.2. Row No

User Area

8. Managing Stock

8.1. <u>Adding Stock - In the warehouse</u> 8.1.1. Date - (Auto date + Editable)





- 8.1.2. Colour Shade Selection from the drop-down of colour Shades)
- 8.1.3. Colour Denior Auto Display
- 8.1.4. Colour Auto Display
- 8.1.5. Colour Company Selection from the Company Master.
- 8.1.6. Add No of Shade rolls.
- 8.1.7. Rack No Selection from the drop-down of Rack No.
- 8.1.8. Row No Auto display rows with No of Rolls in the row.
- 8.1.9. Select Rows.
- 8.2. Shifting Stock within Racks In the warehouse.
 - 8.2.1. Colour Shade Selection from the drop-down of colour shades.
 - 8.2.2. Display Racks+Rows with total no of Colours codes+ Company Name.
 - 8.2.3. Select the Row
 - 8.2.4. Display No of rolls (Auto Display + Editable)
 - 8.2.5. Colour Shade Selection from the drop-down of colour shades
 - 8.2.6. Display Racks+Rows with total no of Colours codes.
 - 8.2.7. Select the Row
 - 8.2.8. Shift the stock.

8.3. Shifting Stock to Work-in-progress & Back to the Rack.

- 8.3.1. Colour Shade Selection from the drop-down of the colour shades.
- 8.3.2. Display Racks+Rows with total no of Colours codes+ Company Name.
- 8.3.3. Select the Row
- 8.3.4. Display No of rolls (Auto Display + Editable)
- 8.3.5. Edit (Reduce or Add No of Rolls.)

9. Backup

9.1. Auto backup in the system at every week end.

Reports Area

10. Stock Report - General

- 10.1. Colour
- 10.2. Colour Shade
 - 10.2.1. Work in Progress
 - 10.2.2. Warehouse

11. Company wise Stock Report

- 11.1. Company
- 11.2. Colour
- 11.3. Colour Shade
 - 11.3.1. Work in progress
 - 11.3.2. Warehouse

Assumption:

- 1) It is assumed that the packaging sales price and the quantity will be designed by the super user for all the warehouse and sales. But the warehouse in the city can also manage the quantity of the sales.
- 2) The Colour shade number and Company name will be printed on the Colour Roll.
- 3) The development of application is for the Windows 10 system on the Lan Environment.
- 4) There are two predefined users, there is no facility to add any additional user.



Design, Development& Testing	 Details as per listed above in point no 3.1 		
User Training	 Provide Three Weeks of training before Users Acceptance Training (UAT) to key users to enable the users to perform UAT. Training & documentation will be in English Language. 		
User Acceptance Test (UAT)	 Conduct One month of User Acceptance Test (UAT) Hi-Tech Label Industries team is expected to perform UAT with assistance from Thinkinno Technologies team. 		

2.2 OUT OF SCOPE

Average Turnaround Time (TAT) to execute an assignment / project - last year vs this year

- Application maintenance (10 % of the total cost. Mentioned in point No.12 "Time and Budgetary Quote")
- Any cost of SMS or third party API for WhatsApp etc.
- Any modification required to update the data because it is assumed that all the data is already available in the database and only the API interface is required to be created.
- Any other cost apart from the development like third party license, Server, SSL, Payment Gateway (if applicable), Travelling, Lodging and Boarding (if applicable).
- Any changes to the already developed application or the database.
- Any change that is not part of the scope.(section 3.1)
- Cost of Server and Domain.
- Application cost does not include any data migration efforts from the previous existing application of the client.
- Data Migration Charges are not included

3. Indicative time line

This project can be delivered in Two elapsed months with an on-site offshore delivery model. However, this can be finalized once we mutually agree on the final scope.





4. ASSUMPTIONS

Function:

• It's a Desktop Application working in LAN environment.





5. TECHNOLOGY SUGGESTION

- Dot Net 4.5
- JQuery
- Ajax
- Java Script
- Json
- HTML 5
- CSS 4



6. **PROJECT MANAGEMENT & GOVERNANCE FRAMEWORK**

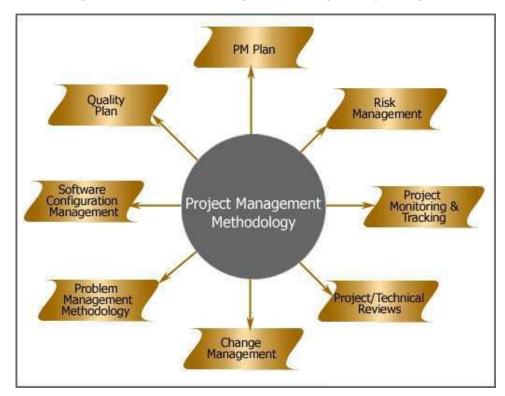
6.1 PROJECT MANAGEMENT

The Project Management methodology follows the guidelines and standards defined by the Thinkinno Technologies compliance team. Project Management lays down the processes to be followed for managing a project. Project Management covers planning, monitoring and controlling of activities from project initiation to closure.

The objectives of Project Management are to ensure that:

- All requirements of the project, including delivery dates and resource constraints are translated into a plan
- The project gets executed as per the plan
- The project is tracked and the metrics are collected and analysed
- Risks are identified and mitigated

Project Management involves Project Planning, Project Monitoring and Controlling against the laid out plan. It also involves Risk Management, Quality Audit planning, Change Management, Problem/Issues Management and Software Configuration Management planning.





6.2 GOVERNANCE FRAMEWORK

The project team/technical team from Thinkinno Technologies will jointly schedule weekly/Fortnightly review on the project status report issues.

3 Tier Governance Model:

Please find indicative governance model. This will be fine-tuned post discussion with AMT as per the business need.

Nature of Meeting	Frequency	Customer	Thinkinno	Objective
Strategic Level (Steering Committee)	Quarterly / Half Yearly	 CIO Director Senior Managers 	 Regional Head Delivery Head Relationship Manager Delivery / Program Manager 	Strategic Planning, Envisioning Review level of co-sourcing and the performance score card
Tactical Level (Program Management)	Fort Nightly / Monthly	 Program Manager Executives handling daily operations 	 Relationship Manager Delivery / Program Manager 	Staffing level and quality, performance review of SLA. Define process and measure adherence to process
Operation Level (Project Management)	Weekly	 Project Managers Operational Staff 	 Project Manager On-site Leads / Managers 	Execution team Day-to-day project mgmt. issues Review project status report and trouble shooting



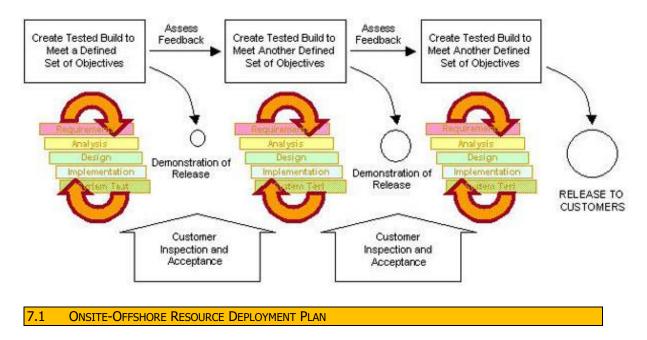
7. IMPLEMENTATION METHODOLOGY

Thinkinno Technologies adheres to the software project management process standards. Thinkinno Technologies has also built a detailed project execution methodology incorporating Thinkinno Technologies Quality process and experience over diverse engagements. This methodology provides a core process, which is adapted to meet specific requirements and environment of the desired project.

Considering the size, complexity & number of modules involved in this project, iterative or incremental methodology is proposed based on the proven fact that to make a project successful, active stakeholder involvement, simplicity of design, tools, documentation and essentially required software development process should be in place.

Using iterative / incremental methodology we propose to take up the foundation module i.e. User and Transactions first followed by the remaining requirements.

Above method is domain & customer focused and require active stakeholder participation. Though this requires a great deal of the customer's time, we believe you will be pleased to see constant progress. As a result, fewer things can go wrong with a project due to constant defining communication existing between the core users and all other project stakeholders.



Thinkinno Technologies proposes to deliver this project using the (offshore) model. During the complete life cycle of the project there will be a team consist of Functional Business Analyst and the technical development team working on this project. The Functional Business Analyst will be responsible for interaction with the Hi-Tech Label Industries.. team and the development team.



Based on the current understanding and functional division, the project will be delivered in an incremental and iterative approach.

These iterations will have Requirements Envisioning, Design, Development and Testing. Each of these iterations will have internal and customer testing to ensure we are in sync with the business requirements.

The following associated processes are identified for the project execution.

7.2 INITIAL REQUIREMENT ENVISIONING

This phase explicitly includes an initial requirements envisioning effort of a project. Initial requirements envisioning is particularly important for scaling iterative software development techniques. The goal is to understand the requirements at a high-level, it isn't to create a detailed requirements specification early in the life-cycle.

7.3 USER INTERFACE PROTOTYPE (DEMO)

This process is to rapidly mock up some prototype screens to allow the customer to view how an application will look and also view & confirm the design colour, menus and interfaces.

Prototypes are created early in the project to get the stakeholders committed and motivated for the module development. This is also a good way to eliminate many of the cosmetic changes up front (such as fonts, colours) and come up with an agreed upon consistent look and feel that can be implemented using cascading style sheets (CSS). Furthermore, prototypes shall be used to model the business.

7.4 PRELIMINARY TECHNICAL ARCHITECTURE

The goal of the initial architecture modelling effort is to try to identify an architecture that is best as per current understanding. This enables to set a viable technical direction for the project and to provide sufficient information to organize project team around architecture .This is particularly important at scale with large or distributed teams.

On the architecture side document will provide the technical infrastructure, initial data model to explore the major business entities and their relationships, and optionally change cases to explore potential architecture-level requirements which your system may need to support one day.

7.5 ITERATIONS

The following process associations with iterations will be repeated for multiple iterations.



7.6 PRODUCT/MODULE FEATURE LIST FOR ITERATION

During this process a detailed discussion with the Hi-Tech Label Industries.. will be conducted and detailed requirement specifications will be documented ,which will be good enough to proceed with design, development and testing of the targeted functional requirements/product features associated with planned iterations.

7.7 UPDATE ALL ARTIFACTS FOR THE ITERATION

All the project artifacts prepared during the requirement envisioning stage will be progressively updated as and when more details are available during the discussion with core users. Following artifacts will be updated.

- Business Requirement Specifications
- User interface prototype
- Use case document
- Business process maps
- High and low level design for application
- High and low level design for database

7.8 APPROVAL OF ALL UPDATED ARTIFACTS

All the project artifacts updated during the above process will be formally approved by Hi-Tech Label Industries.. Team as part of approval process.

7.9 CHANGE MANAGEMENT

Continuous change management process will be followed during the detailed requirement discussion for the target iterations. Following activities will be part of Change Management process.

- Identify the requirement changes from the baseline.
- Conduct the impact analysis and estimate effort.
- If required submit the impact analysis output for the approval Change Control Board (CCB).

7.10 TEST DRIVEN DEVELOPMENT (TDD)

Iterative process mandates a close association of design and coding as these two processes cannot be separated. These two processes can't be executed in serial mode as followed in traditional waterfall to reduce the risk of design failure detected after coding is completed.

TDD ensures high quality work product as with re factoring design evolve via small steps to ensure that work remains of high quality.



7.11 CONTINUOUS INTEGRATION & TESTING

Iterative methodology includes continuous integration and testing of developed components frequently. This activity is part of the TDD described above; however it might be performed across multiple sub-modules or modules of the application.

7.12 RESPONSIVE SITE TESTING

Testing on browsers of desktops/laptops and browsers of devices along with code reviews shall be conducted.

7.13 BUILD DELIVERY

Build shall be delivered for iterations and service baseline. Build delivery for iterations may not be repeated unless there is show stopper, however build delivery for a service–baseline shall be repeated till the build is bugs free.

7.14 USER TESTING OF ITERATION BUILD

Each iterations build will be tested by core user and will provide feedback to Thinkinno Technologies. Issues reported shall be taken care in the following build. Core users will also test the service-baseline build for UAT readiness, any issues reported will be fixed as soon as possible to conduct the UAT as per the schedule.

7.15 PUBLISH UPDATED ITERATION RELEASE PLAN

Updated iteration release plan shall be published after each iteration build delivery and service baseline build delivery.

7.16 UAT FOR ITERATION BASELINE

UAT shall be conducted for each iteration baseline or integrated application baseline as per the accepted plan. Thinkinno Technologies will provide continuous support during UAT. Issues/bugs reported will be fixed as soon as possible to complete the UAT as per the planned schedule.

7.17 GO-LIVE

Go-Live of each iteration baseline or integrated application baseline shall be done based on the plan agreed during the requirement envisioning phase.



8. PROPOSED PROJECT ORGANIZATION

It is very important to form the required teams from Hi-Tech Label Industries.. and Thinkinno Technologies for the smooth execution of the project and to achieve this role and responsibilities of each team member involved into the project implementation are to be well defined.

Also, it is important to identify the Core Project Team. However, a Core Project team will be identified during project initiation. It will comprise members from Hi-Tech Label Industries. Team and Thinkinno Technologies. This team will be responsible for the day-to-day operations of the project, issue resolution and scope control.

Project Steering Committee

A Project Steering Committee will be formed to ensure timely and effective resolutions to issues arising out of the project. The steering committee will comprise members from Hi-Tech Label Industries.. Team and Thinkinno Technologies. The committee will also be responsible for the review of the project progress. It will meet once or periodically as and when required. Project Director will form the part of the Steering Committee.

Thinkinno Technologies Delivery / Program Manager

The Thinkinno Technologies Delivery Manager is responsible for the on time delivery of deliverables related to each of the milestone.

- The key roles for the Thinkinno Technologies delivery / program manager are as below:
 - Responsible for overall all delivery & customer satisfaction
 - Plan and monitor multiple tracks / phases of the project and ensure adherence to time schedules, deliverables, delivery quality and budgets.
 - Maintain the project direction consistent with Thinkinno Technologies methodology
 - Participate in project reviews and steering committee meetings
 - Escalate risks and critical issues to the steering committee for action

Thinkinno Technologies Project Manager

The Thinkinno Technologies Project Manager is responsible for the day-to-day execution and monitoring of the project, and ensuring that the project is being delivered as per the firm's quality guidelines.

- The key roles for the Thinkinno Technologies project manager are as below:
 - Understands domain.
 - Understand and manage user expectations
 - Interface with the Hi-Tech Label Industries.. team project manager to resolve outstanding issues
 - Manage the change control procedures
 - Manage Thinkinno Technologies resource / contract and billing issues
 - Hold regular meetings with the team leaders and consultants to identify and resolve business and technical issues arising from the project
 - Define, plan, communicate and monitor adherence to Thinkinno Technologies quality standards and documentation templates that are used in the project





- Provide conceptual guidance to the project team and resolve cross application integration issues
- Participate in project reviews and steering committee meetings
- Escalate risks and critical issues to the steering committee for action

Thinkinno Technologies Project Team Members

The Thinkinno Technologies project members work closely with the Hi-Tech Label Industries.. team process team and ensure that all the activities pertaining to the detailed design and implementation are carried out as per the plan.

• Functional Consultant/Business Analyst

- Responsible for gathering, analysing and prioritizing of business and functional requirements to support the overall engagement
- Planning and analysis of business requirements through the implementation of a traceability matrix.
- Responsible for project scoping and detailed requirement analysis of the proposed system
- Resolve any functional understanding issues with the Hi-Tech Label Industries.. team functional team and Thinkinno Technologies project team

• Architect

- Responsible for designing the architecture of the solution
- Resolve any technical issues pertaining to project architect and other technical issues

QA & Test Team

- o Involve during the requirement analysis phase and start preparing the test cases
- Responsible for testing of the deliverables based on the Unit and Integration test cases.
- Quality assurance for project deliverables

Development Team/Technical Consultant

- Requirement understanding and development
- Preparing Unit Test Cases and performing Unit Testing.
- Fixing the bugs reported by testing and QA team.

Hi-Tech Label Industries.. Single point of contact

The project manager from Hi-Tech Label Industries.. has a critical role in the implementation. The Hi-Tech Label Industries.. team project manager working closely with the Thinkinno Technologies Project manager, has to ensure that the milestones are being achieved as per the project schedule and budgets.

- The key responsibilities are:
 - Approve project deliverables within agreed time-frames
 - Assist in resolving cross module issues
 - $_{\odot}$ $\,$ Ensure availability of skilled and dedicated core users for the project
 - Ensure that the network, hardware and infrastructure are provided as required and are maintained as per project standards
 - Ensure that other agencies (if any) deliver products and services as per the time-lines of the project
 - Monitor project schedules and highlight slippage
 - Ensure that the Hi-Tech Label Industries.. TEAM decision-making processes and structures enable the project deadlines to be met





- Participate in project reviews
- Participate in the communication process within Hi-Tech Label Industries.. team
- Escalate risks and critical issues to the steering committee for action
- Ensure that resources from the extended user group are made available to the project as and when required, for testing, data collection, data cleaning, etc.
- Approve invoices for fees and expenses raised by Thinkinno Technologies
- The roles and responsibilities of the Hi-Tech Label Industries.. team process team members are as follows:
 - Participate in design of the processes and configuration of the Thinkinno Technologies system to support the designed processes
 - Comply with requirements of project management, project reporting and quality standards
 - Drive the implementation of the to-be business processes along with local process owners
 - Provide in-depth and broad functional knowledge of the business
 - Communicate / validate new business processes and design with validation teams obtain their feedback
 - Participate in defining integration / system-testing requirements
 - Co-ordinate with all other teams to make sure that integration issues and dependencies are addressed
 - Participate in design of the enhancements and interfaces, and sign-off the programs developed
 - Co-ordinate with extended organization for data preparation and cleaning activities and certify data for testing.



9. RISK MANAGEMENT

Risk Management of PM is a continuous process with the objective to mitigate the impact of unplanned incidents. The risk management process involves identifying, analysing and managing risks. Following table details the sub processes that form part of the risk management life cycle.

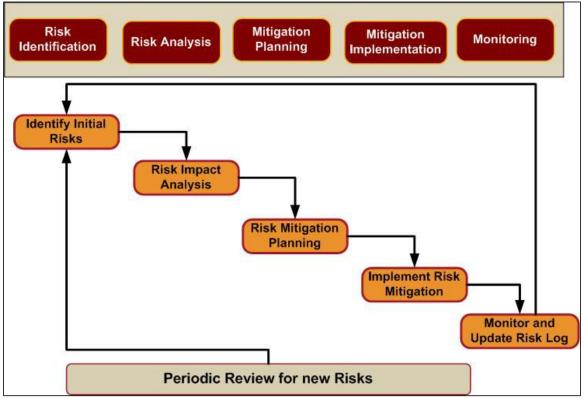
	Phase	Sub process	Focus	Tools
•	Internal Planning	Identify & evaluate project risks from proposal stage Develop risk mitigation plan	 The consulting team conducts the initial risk assessment, and prepares for mitigating 	Risk Identification, Evaluation and Planning templates
•	Planning	Risk review with Hi-Tech Label Industries Joint Risk mitigation planning Discuss and agree on continuous risk management plan	 The risks identified in the earlier phase are discussed with Hi-Tech Label Industries 	Project charter to highlight the risks management plan at this stage
•	Execution Phase – covers Requirement Gathering Design Development Testing UAT Go Live Support	Review of project risks and mitigation plan during weekly project status report Update Steering Committee on project risk status Contingency planning – on need basis Contingency planning – as part of transition and go-live	 Periodic review of the risks, and mitigation planning. In the event of suspected exposure to heightened risks, contingency planning meeting to mitigate 	Project Status report Steering Committee Update Issues Log Risk Management templates Go-live contingency planning
•	Project Closure	Project Retro	 Review of Risk management practices as part of project retro 	Project Retro Guidelines Project Retro Report

Risk Management sub-processes



• Below figure describes the process in identifying the overall risks at the initial phase of the project and in mitigating and reviewing the risk status. It also describes the process for continuously reviewing the project for risks and mitigating it during the course of the project.

Risk Management Process



Some of the possible risks, which may arise during the course of this engagement, are tabulated below along with the contingency measures and responsibilities for implementation.

	Risk Element		Change Requirement
•	Risk	•	Medium
	Level		
•	Description	•	Changing User Requirements
•	Measure	•	Changes to be identified and communicated through a Change Requests mechanism. The mechanism to be arrived during the Project Initiation phase and agreed and approved by Hi-Tech Label Industries team and Thinkinno Technologies. The Project team (comprising of Hi-Tech Label Industries and Thinkinno Technologies) to take up and discuss Change Request and arrive at the decision. Usually any change request results in scope change.
•	Responsibility	•	Hi-Tech Label Industries and Thinkinno Technologies





	Risk Element		Unavailability of Key Users from the Hi-Tech Label Industries	
•	Risk Level	•	High	
•	Description	•	Risk due to unavailability of Key users/staff and process owners.	
			Non-availability will hamper the project deadline and smooth transfer	
			of knowledge, which is so critical for Projects/Implementation of this	
			nature.	
•	Measure	•	Formation of a dedicated Key User group/team by Hi-Tech Label	
			Industries	
		•	The Key user team to participate in the Implementation right from	
			the start.	
		•	Hi-Tech Label Industries to circulate the schedule for each phase in	
			advance along with the list of staff members who will be participating	
			in the exercise so that Hi-Tech Label Industries can plan	
			accordingly. This schedule will be provided by Thinkinno	
			Technologies to Hi-Tech Label Industries	
		•	Issue of Unavailability of Key Users to be highlighted by Thinkinno	
			Technologies to the project owner (from Hi-Tech Label Industries)	
			along with the impact of the same on the project.	
•	Responsibility	•	Thinkinno Technologies and Hi-Tech Label Industries	

	Risk Element		Schedule overrun
•	Risk Level	•	Low
•	Description	•	Schedule risk due to unrealistic estimates; Non-adherence by project team/user
•	Measure	•	Agreed and valid estimation process in place; Non-adherence to be monitored
•	Responsibility	•	Thinkinno Technologies and Hi-Tech Label Industries

	Risk Element	Inadequate response from Hi-Tech Label Industries	
•	Risk	•	Low
	Level		
•	Description	•	Delay in service due to lack of timely response from Hi-Tech Label Industries
•	Measure	•	Thinkinno Technologies maintains communication logs and escalates to Hi-Tech Label Industries management.
•	Responsibility	•	Hi-Tech Label Industries



	Risk Element		Incomplete Knowledge Transfer	
•	Risk Level	•	Medium	
•	Description	•	Unable to complete 100 % Knowledge Transfer to Hi-Tech Label	
			Industries team and non- availability of key people during the	
			Knowledge Transfer.	
•	Measure	•	Hi-Tech Label Industries shall ensure availability of key people from	
			Hi-Tech Label Industries during critical part of the transfer phase	
			and constantly monitor performance.	
•	Responsibility	•	Hi-Tech Label Industries & Thinkinno Technologies	



10. QUALITY ASSURANCE

Thinkinno Technologies is totally committed to maintaining quality standards in all areas of our operations whether it is IT-enabled Services, software Development and Consultancy Services, as part of our commitment to quality, we have structured our systems and process sufficient to meet standards.

Assuring implementation quality is core to the PM approach. The Quality management process starts during the internal planning done by Thinkinno Technologies before it kicks-off the project at the Hi-Tech Label Industries... Thinkinno Technologies has developed several tools to aid in collecting and analysing project metrics, which helps in managing the project from a holistic perspective. Following table illustrates the various processes of quality management that occur during the life-cycle of the project.

Our Best Practices:

- 1. The broad level requirements are mapped with specific functional specifications.
- 2. Based on the functional specifications the project prototype is developed
- 3. The functional specifications and prototype are shared with Hi-Tech Label Industries.. for approval and feedback
- 4. The Hi-Tech Label Industries.. feedback is incorporated
- 5. The high-level architecture is determined
- 6. For every module, a low-level architecture is developed
- 7. The developers will create unit test cases before starting a development
- 8. After development, the output results are measured with unit test cases
- 9. The project is continuously integrated
- 10. The functional expert with test the integrated project using the test cases specifically created by the functional expert.
- 11. The code review is done for the better quality of the code.
- 12. The version control tool is used to maintain the versions of the code
- 13. An automatic backup mechanism is maintained for the safety of the code
- 14. The application is manually tested in multiple browsers
- 15. The auto error email functionality is incorporated for better support
- 16. The error handling functionality is built for better maintenance and support
- 17. The data auditing is incorporated for various reports (that can be made available in future)

To make sure that the feedback is well captured, we have the following:

- 18. An industry standard project management tool. Thinkinno Technologies uses internet Issue tracking and monitoring and assignment tool without adding any additional cost to our Hi-Tech Label Industries..
- 19. Customer satisfaction is measured with the aid of Customer feedback reports, received on achieving the defined project milestones
- 20. Issue tracker tools are used for recording and tracking the closure of all internal and external issues





11. TIME & BUDGETARY QUOTE

Inventory Management System

(Desktop Application Cost).

S.No	Module (One time Cost)	Price in INR (Excluding Taxes)	Duration
1	Inventory Management System	2,30,000.00	2 Months
	Total	2,30,000.00	2 Months

In Words - Two Lacks and Thirty Thousand only.

Payment Terms:

- 1. 30% Advance
- 2. 30% When the Scope & User Interface Design is done
- 3. 30% When the project is submitted for UAT (Uses Acceptance Testing)

4. 10% - On completion of UAT or Two weeks after the planned UAT start date (whichever is earlier).

Development Stages

- 1. Stage 1 Requirements are gathered and scope is frozen.
- 2. Stage 2 Develop Mock up Screens for Web & Mobile.
- 3. Stage 3 Test Cases Creation & Development.
- 4. Stage 4 Integrated Testing.
- 5. Stage 5 Development for UAT (Users Acceptance Testing).
- 6. Stage 6 Live.

For more information about how client describe our service please follow the link <u>https://www.thinkinno.com/testimonials/</u>

