



[Project Title]: Scope of Work

Monmouth County Division of GIS

COUNTY OF MONMOUTH | DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES

Scope of Work

Date | [Date Written]
Department | [Dept.]
Job Name | [Project Title]
Requested by | [Requestors]

Summary

[provides the “why” - include an introduction, the marketing or business objectives of the project, and a very brief overview of the scope (only a sentence or two)]

Name	Department	Role
John Doe	Parks	Requestor
Michael Doe	ITS - GIS	GIS Org. Manager
Sydney Doe	ITS - GIS	GIS Project Manager

Schedule

[include the schedule. Minimally it needs to include the client and client partner touch points. It should include the task name and end date. This can be either be inserted as a table, or a screen print of the Microsoft Project Plan.]

Task	Responsibility	Estimated Date

Project Scope

[include a detailed description of the scope. Include as many assumptions to clearly define what is, and what is not, included. Also include a detailed list of deliverables, including a description of each deliverable]

This SOW covers the following activities and deliverables:

1. Redevelop the “[App Name]” WebApp Builder in the Monmouth County ArcGIS Online on the new Experience Builder Platform.
 - a. Utilize the Esri Advantage Program (AP), and Esri Solutions Engineers familiar with the project to support redeveloping this app and its associated custom scripting/widgets.
 - i. If necessary, utilize \$\$\$ credited back to the account (from unused credits prior to Enterprise Agreement) to purchase additional AP Credits.
 - b. Esri Solutions Engineers to redevelop the app with original functionality but also streamline and enhance application given the capabilities of new technology.
2. Create a “Hub Initiative” Site to serve as a landing page, and separate community group.
 - a. This will serve as a functionally separate ArcGIS Online Organization, however it will be hosted and managed by the GIS Division.
3. Hold open discussion with [John Doe] to determine licensing needs and explain migration specifics.
 - a. [Requestors] will be held to the same user guidelines as County AGO members, including privilege/access to County owned licensing as well as responsibility to uphold GIS Governance standards.
4. Create new Community accounts for [Requestors] and new MCGIS Org accounts for [Requestors].
 - a. Licensing will remain consistent between the Community Accounts and the Organization Accounts. All County employees should be members of the AGO Organization while [Requestors] should be kept separate from internal County content.
5. Concurrent to number 3; begin migrating the [Requestor’s] data to MCGIS.
 - a. Based on discussions with [Requestors], the GIS Division will migrate content deemed necessary for operations to the County AGO.
6. Once all users and content have been migrated and the critical “[App Name]” apps are functional; formally transition administration to the Monmouth County Division of GIS.