

# APOS BI Tools Solution Analysis Engagement

## STATEMENT OF WORK

### Services:

The parties agree that APOS will provide Client with various consulting services, as more particularly described below, in the review of Client's current Business Objects Enterprise XI (BOXI) system, the assessment of current processes to assist Client in evaluation process of various APOS BI Tools.

As part of the Services, the Client is interested in having APOS provide recommendations on selected APOS BI Tools. Included will be:

- recommended APOS BI Tools
- benefits from the use of each recommended BI tool
- outline of APOS BI Tools customizations and modifications (if required)
- demonstration of Client's ability to leverage APOS BI Tools capabilities within BOXI.

The Client will use the information provided by APOS during the provision of the Services to make a decision on selecting APOS BI Tools for purchasing.

This Statement of Work outlines the scope and effort to deliver the Services and the related Deliverables by APOS. The Services will include the following related tasks:

1. Review and assess current Client BOXI system(s)
2. Identify business requirements and challenges that Client has with current system and outline which APOS BI tools will help resolve issues
3. Demonstrate how Client will be benefit from using specific APOS BI Tools
4. Complete the installation and configuration of a APOS BI Tools (time permitting)

### Services Objectives:

In conducting the Services, APOS will follow the objectives set out below:

#### **1. Determine business requirements**

APOS will work with Client's major stakeholders to define the needs of the business, which information will drive the APOS BI Tools recommendations to be provided.

#### **2. Assess current BOXI systems and infrastructure**

After working with the Client to develop a solid understanding of business requirements, APOS will perform a detailed assessment and work closely with Client's technical project team to fully plan the potential implementation of APOS BI Tools, which plan will become part of the recommendations. During the assessment, APOS will evaluate Client's current infrastructure, semantic layer, reports, security, customizations and levels of training in order to define a set of APOS BI Tools tailored to Client's specific deployment.

#### **3. Review APOS BI Tools**

After assessing the current BOXI infrastructure, the APOS consultant will work with Client to develop a list of APOS BI Tools that will help Client address current technical and business challenges. This assessment will provide all parties with a clear and complete understanding regarding which APOS BI Tools offer the maximum benefit for the Client.

#### **4. Review recommendations and future steps**

As a Deliverable under these Services, APOS will outline the findings in the recommendations document. This document will include a summary of the business requirements identified, an overview of the current BOXI deployment as well as recommendations on how to proceed with APOS BI Tools selection and deployment.

It is APOS' intention to work with the Client's business and technical resources to provide a quality recommendations document as part of the Services.

## **Client Responsibilities:**

In order to facilitate APOS provision of the Services, Client should:

1. Provide appropriate meeting room with projector and internet connectivity.
2. Ensure the participation of key business stakeholders, the BOXI Administrator and DBA (if appropriate) in the Discovery and Review meetings.
3. For the time-permitting installation of APOS BI Tools - appropriate workstation (local admin rights) and BOXI development/test credentials

## **Deliverable:**

APOS will provide Client with a recommendations document that will outline the results of the assessment of Client's system and the implications of implementing APOS BI tools. This recommendations document will be a detailed report provided by APOS to Client and will include, at a minimum, the following information:

### **1. Overview**

Outline of current business requirements and challenges.

### **2. APOS BI Tools immediate need recommendations**

APOS will recommend specific APOS BI Tools or services and provide details regarding the benefits available.

### **3. APOS BI Tools customizations**

If necessary, APOS will also provide an outline of APOS BI Tools customizations that should be considered.

### **4. Planning and future steps**

APOS will also provide recommendations to Client on an APOS BI Tool implementations strategy and future steps.

## **Work Schedule:**

### **Day 1: Business requirements and analysis**

*Clients' Resources – business stakeholders, BOXI Administrator, DBA*

1. AM - Discovery meeting w/all
  - i. review current BOXI system(s)
  - ii. review future BOXI system(s) plans
  - iii. review of specific APOS BI Tools needs
  - iv. current business requirements and challenges
2. PM – Analysis
  - i. detailed discussions with key stakeholders as required
  - ii. analysis of requirements
  - iii. document recommendation considerations

### **Day 2: Solution review and planning**

*Clients' Resources – business stakeholders, BOXI Administrator, DBA*

1. Solution analysis discussion w/key technical personnel
  - i. review and discuss solution options and draft recommendations
  - ii. laptop demo of recommended tools
  - iii. APOS BI Tools customization requirements discussions (if necessary)
2. Solution review meeting w/all
  - i. deliver revised recommendation document
  - ii. future steps and planning
3. APOS BI Tools installation and configuration on client system (time permitting)