

# SCOPE OF WORK



## Purpose / Objective:

Create a custom branded on-line platform that hosts aircraft specific videos for the Diamond DA20/40/42/as well as the Piper Archer TX and Seminole. Finished videos will accurately demonstrate and reflect approved quick reference handbook procedures.

## Major Milestones / Schedule / Timeline

Project Kicks-off when Scope of work is completed and signed

|   |                          | <i>Est Date</i> |
|---|--------------------------|-----------------|
| Milestone 1<br><br><b>Diamond DA 20</b>   | Quick Reference Handbook |                 |
|   | Script & Subtitles       |                 |
|   | Shot Schedule            |                 |
|   | Record Video             |                 |
|   | Video Edited & Subtitles |                 |
|   | Website Review           |                 |
| Milestone 2<br><br><b>Diamond DA 40</b>   | Quick Reference Handbook |                 |
|   | Script & Subtitles       |                 |
|   | Shot Schedule            |                 |
|   | Record Video             |                 |
|   | Video Edited & Subtitles |                 |
|   | Website Review           |                 |
| Milestone 3<br><br><b>Diamond DA 42</b>   | Quick Reference Handbook |                 |
|   | Script & Subtitles       |                 |
|   | Shot Schedule            |                 |
|   | Record Video             |                 |
|   | Video Edited & Subtitles |                 |
|   | Website Review           |                 |
| Milestone 4<br><br><b>Piper Archer TX</b> | Quick Reference Handbook |                 |
|   | Script & Subtitles       |                 |
|   | Shot Schedule            |                 |
|   | Record Video             |                 |
|   | Video Edited & Subtitles |                 |
|   | Website Review           |                 |
| Milestone 5<br><br><b>Piper Seminole</b>  | Quick Reference Handbook |                 |
|   | Script & Subtitles       |                 |
|   | Shot Schedule            |                 |
|   | Record Video             |                 |
|   | Video Edited & Subtitles |                 |
|   | Website Review           |                 |

Completion – QRH printed & shipped, logins created & tested, course is LIVE

# SCOPE OF WORK



## Project Team

### Role

Project Lead  
Team Member (fltlabs)  
Team Member (Client)

### Name

Eric Taylor  
Team Member  
Team Member

### Contact Info

eric.taylor@fltlabs.com  
team.member@gmail.com  
team.member@gmail.com

## Top 5 risks

- Communication
- Details missed
- Last minute changes

## Key assumptions

[Financial Requirements]

[Include payment method details]

## Service Levels & Maintenance Agreement

## Price + Separate Invoices

## Acceptance

## Project Links

- Schedule [google calendar or Calendarly]
- Weekly Status Reports
- Milestone Demos [google drive]

## Benefits Measurement

- Surveys
- Pass Rates
- Time to Complete
- Intangible – [Professionalism]
- Intangible – [Confidence]

---

FtlLabs Project Manager

---

Project Manager

---

Person 3

---

Person 4

---

CEO