

Expense Management Scope	
Description	Provider will onboard Expense Management for the customer's events, including management of suppliers and related purchase order management processes.
Assumptions	Customer has been onboarded in the software for Venue Management, Registration or Exhibition Management. Customer has existing resources in their database
Limitations	Not applicable
Kick Off	<p>Provider responsibility: Internal handover and preparation A 1 hour remote kick off meeting with preparation</p> <p>Customer responsibility: Ensure key project resources and stakeholders attend kick off meeting Ensure project scope is accurate and fully aligns to all business requirements Raise any risks, blackout periods for software release, resourcing plan</p>
Discovery	<p>Provider responsibility: Up to two 90 minute remote requirements gathering meetings with preparation and write up</p> <p>Customer responsibility: Ensure key resources can attend all discovery sessions Provide an understanding of business processes, data and requirements</p>
Design	<p>Provider responsibility: Build proof of concept demo with base information A 90 minute remote demo session with customer</p> <p>Customer responsibility: Ensure key project resources and stakeholders attend the demonstration Provide feedback on the demonstrated processes in the new software</p>
Build - Expense Management	<p>Provider responsibility: Inventory Management: -Inventory Master Tables. IE Majors, Minors, warehouses (spaces), etc -Up to 20 Inventory Items Accounts Payable and Purchasing: -AP Config and master tables (e.g. supplier types, etc) -PO Config and master tables (e.g. PR/PO approvals, Markets lists, etc) -Supplier Account Management. (e.g. Accounts, AP demographics, etc.) On-Screen Reporting-Financial Insights: -Various views and dashboard gadgets</p>
Training	<p>Provider responsibility: Up to four 90 minute remote training sessions; sessions will be recorded Training is scheduled to be completed in no more than 2 weeks</p> <p>Customer responsibility: Ensure appropriate users are selected and attend all training sessions All users will be expected to complete the designed curriculum in the Provider's Learning Center</p>
Testing	<p>Provider responsibility: A 30 minute remote meeting to introduce an example test plan and the process to raise issues Up to four 30 minute remote meetings to review and resolve any issues, with follow up Provider will maintain an issue log to track status and progress of issues raised.</p> <p>Customer responsibility: Customer is responsible for preparing for and executing user testing, including creation of test plans, test cases, and test scripts. Ensure key resources attend all testing meetings Raise any issues found (that are within the scope of the SOW) via the issue log The testing phase will be no more than 2 weeks in duration</p>
Launch & Post Launch	<p>Provider responsibility: Up to two 30 minute remote post launch support review meetings Internal handover Project Closure Post Launch activities will be completed in 2 weeks</p> <p>Customer responsibility: Ensure key resources attend all post launch support review meetings Raise any issues found (that are within the scope of the SOW) via the issue log template Complete customer satisfaction survey Post Launch activities will be completed in 2 weeks</p>
Project Management	<p>Provider responsibility: Weekly 30 minute project review meeting with follow up to commence after kick off meeting and for a period of no more than 10 weeks Creation and maintenance of project plan Weekly project status report to be sent out detailing progress, budget review, issues/risks, next steps Coordination of resources, activities, meetings in alignment with timelines and milestones Ownership of issues log and delegation of tasks</p> <p>Customer responsibility: Nominated project lead Ensure key resources attend all weekly project review meetings to provide updates Coordination of activity and resources on customer side to align to project plan and schedule</p>
Exclusions	Custom development unless specified above Integration services not specifically defined in the scope above Once the build phase begins, any further requirements are considered to be out of scope Manual cost-related journal entries (i.e. salaries, ad hoc expenses, etc.) are excluded from scope Inventory Items Imports are not included in scope Financial management of inventory is excluded
Estimated length of project: 12 weeks	
Note: This is an estimate and is dependent on Customer cooperation, timely responses and availability of necessary resources.	