

**PROFESSIONAL SERVICES
WORKPLACE OF THE FUTURE WORKSHOP
STATEMENT OF WORK
TO VERIZON PROFESSIONAL SERVICES SERVICE ATTACHMENT**

This Statement of Work (SOW) is entered into between the entities identified as, respectively, Verizon and Customer in the related Service Order Form (SOF).

1. **PROJECT DESCRIPTION.** Verizon's Workplace of the Future Workshop (WFW) service provides consultation and strategic direction recommendations to achieve a Customer's safety, engagement and productivity goals for their future office environment (Business Objective) through technological solutions (Project). WFW service is usually completed in 60 days or less and consists of three components: Planning and Discovery, Workshop Sessions, and Workshop Report.

2. **SCOPE OF WORK**

2.1 **Planning and Discovery.** Verizon will conduct planning sessions with Customer to review the Customer's Business Objective and gather information on Customer's current capabilities and relevant in-flight projects (Planning and Discovery). Verizon will gather this information through: (1) questions and data collection, (2) scenario-based capability evaluations, and (3) data analysis validations.

2.2 **Workshop Sessions.** Based on the information gathered in Planning and Discovery, Verizon will develop a set of use cases that are discussed and explored during collaborative workshop sessions with Customer (Workshop Sessions). As part of the Workshop Sessions, the Customer's affected business processes are documented and potential technology models are developed through applying use cases to achieve the Customer's Business Objective. Verizon will facilitate and conduct up to a total of 12 hours of Workshop Sessions with Customer. The Workshop Sessions may be conducted at the Customer Site or remotely. On-site Workshop Sessions will be scheduled over 2 consecutive days, and remote Workshop Sessions may be scheduled over non-consecutive days.

2.3 **Workshop Report.** Verizon will develop a written report outlining the problem statement, use cases, potential technological solutions, and strategic direction recommendations for achieving the Business Objective. The potential technological solutions and strategic direction recommendations will be crafted in the form of use case alternatives for the Customer's consideration.

3. **DELIVERABLES.** In addition to the Workshop Report, Verizon will develop and present an Executive Presentation that provides an overview of the WFW process and outlines the findings, use cases, potential technological solutions, and strategic direction recommendations.

4. **SUPPLEMENTAL TERMS**

4.1 **Project Management.** Verizon will designate a project manager to manage the Project activities and the change control process (Project Manager). Customer will designate a single point of contact (SPOC) to coordinate the Project activities with the Project Manager.

4.2 **Project Initiation.** The Project Manager will initiate the Project with a kick-off meeting with the SPOC to discuss and review the Project scope, set Project timelines, and identify the Customer background materials necessary for Verizon to perform the Project. The Project Manager and the SPOC will ensure timely flow and exchange of information required for execution and completion of the Project within the agreed Project timelines.

4.3 **Recommendations.** Customer is responsible for the decision to implement (or not to implement) any recommendations provided as part of this Project.

5. **FINANCIAL TERMS**

5.1 **Rates and Charges.** Customer will pay the fixed rate for the WFW service included in the SOF.

5.2 **Travel Costs.** If Customer chooses to have Verizon conduct the Workshop Sessions at the Customer Site, travel expenses will be billed separately at actual costs.