

WRITTEN SCOPE

Acme Freight Brokerage ♦ TMS migration, phase one

Version 1.0 ♦ Follows the discovery findings note ♦ Governed by the Master Services Agreement
Prepared for: Operations Director ♦ Prepared by: FO Tech Solutions, lead engineer

SAMPLE DELIVERABLE ♦ SYNTHETIC DATA, REAL FORMAT

Acme Freight Brokerage is a made-up company. Every deliverable, date, and count below is invented. The structure is what a real scope contains, and nothing starts until a document like this one is signed.

OBJECTIVE

Move Acme's carriers, shippers, and open loads from the legacy TMS to the new TMS, automate inbound carrier status (EDI 214) for carriers on standard codes, and cut over with every record verified and a rehearsed way back. Historical loads, documents, and reporting are phase two and are not in this scope.

DELIVERABLES

#	DELIVERABLE	WHAT ACME RECEIVES
D1	Carrier mapping and deduplication	A signed mapping table resolving the 11 duplicate carriers, applied to the source before extraction. One carrier record per MC number in the target.
D2	Migration of carriers, shippers, open loads	All 140 carriers, 60 shippers, and every load with status other than Delivered or Cancelled, in the new TMS, with the source ID kept on each record.

D3	EDI 214 automation	Inbound 214 files parsed and applied to loads automatically for carriers using standard status codes. Files from the three non-standard carriers are routed to a review queue, not dropped.
D4	Reconciliation report	Row counts, key-field checksums, referential integrity, and a sample-set field diff for every migrated table, with each variance resolved or accepted in writing.
D5	Cutover and rollback	A rehearsed rollback, a cutover checklist signed step by step, and a runbook for the 214 automation.

ACCEPTANCE CRITERIA

- **D1** is accepted when Acme signs the mapping table and a query of the target returns one carrier per MC number.
- **D2** is accepted when the reconciliation report shows zero unexplained variance on carriers, shippers, and open loads, and Acme's dispatch lead confirms ten loads of their choosing match the source field for field.
- **D3** is accepted when five consecutive business days of 214 files apply without manual keying for standard-code carriers, and every non-standard file appears in the review queue within five minutes of arrival.
- **D4** is accepted when Acme signs the report. Every variance line reads either "resolved" with the fix, or "accepted" with Acme's initials.
- **D5** is accepted when the rollback has been run once end to end in the sandbox and the cutover checklist is signed by both parties.

DEPENDENCIES ON ACME

DEPENDENCY	NEEDED BY	IF LATE
Answers to the four open questions in the findings note	Before start	Start moves day for day
Sign-off on the carrier mapping table (D1)	End of week 1	D2 waits; the timeline extends by the delay
Named, least-privilege access to the new TMS production tenant	Start of week 4	Cutover cannot be rehearsed; the date moves
A dispatch lead available for two hours in week 4 for the sample check	Week 4	D2 acceptance waits
Cutover weekend agreed, outside the quarter-end close	End of week 2	Cutover slips to the next eligible weekend

TIMELINE

WEEK	WORK	CHECKPOINT
1	Extraction scripts; carrier mapping proposed and sent	Mapping table signed (D1)
2	Transform and load into sandbox; 214 parser built	First full sandbox load; row counts shared

3	214 automation running against the sandbox; reconciliation checks written	Draft reconciliation report
4	Rollback rehearsal; sample check with dispatch; report finalised	D4 signed; cutover go or no-go
5	Cutover weekend; five days of 214 monitoring; runbook handed over	D3 and D5 accepted; phase one closes

Five weeks from the start date, subject to the dependencies above. The estimate carries one week of contingency inside week 4; it is not added to the end.

OUT OF SCOPE

- Historical loads with status Delivered or Cancelled, and all load documents (BOL, POD). Phase two.
- Outbound EDI (204 tenders, 210 invoices). The new TMS vendor's connector handles these; we verify they still send after cutover.
- Reporting and the eleven spreadsheets. Phase two.
- Changes to QuickBooks or its integration.
- Training beyond the two-hour walkthrough of the review queue and runbook.

CHANGE PROCESS

Anything not listed under Deliverables is a change. A change is described in writing, with its effect on the timeline and the quote, and starts only after Acme approves it in writing. If work in scope is heading past the estimate, Acme hears about it before the estimate is reached and decides what to do.

ACCESS AND SECURITY

- Named, least-privilege accounts for every system, created by Acme and revocable by Acme at any time.
- Production data stays in Acme's environments. No copies leave them.
- A named senior engineer owns the work end to end. No subcontractors without Acme's written consent.
- All work product, scripts, and documentation are Acme's on payment, per the MSA.

COMMERCIAL TERMS

Fees and payment schedule are in the quote issued with this scope. Both are governed by the Master Services Agreement between the parties. This document defines the work; it does not change the MSA.

Acme Freight Brokerage ♦ Operations Director

Signature ♦ Date

FO Tech Solutions LLC ♦ Lead engineer

Signature ♦ Date