CESA

Grupo CESA® Architecture Toolkit

Scoupe of Work (SOW)
AWS Elastic Recovery Service
DRS Implementation Delivery

Version 1

December 22th, 2025

aws

Confidentiality Agreement

The material contained in this document includes information belonging to Grupo CESA, which is confidential and may not be used outside of [**Customer Name**] This document may not be photocopied, duplicated, disclosed, or used for any purpose other than the evaluation of this proposal in conjunction with [**Customer Name**].

However, should Grupo CESA be awarded the project because of this proposal, [**Customer Name**] have the right to duplicate and use the information resulting from this proposal as it considers right.

Versions history

Date	Ver.	Author	Description	Revision
22/12/2025	1	Randall Cruz	Documento inicial	

Project contacts

Name	Position	Company	email	Rol
	Project Architect	CESA		Designer
	Solution Engineer	CESA		Implementer
	Project Manager	CESA		PMO
		Customer		
		Customer		
		Customer		

Content

1. Statement of Work Definition

This Statement of Work ("SOW") defines the professional services, activities, responsibilities, deliverables, and terms under which the Grupo CESA will design, deploy, validate, and document an Amazon Web Services (AWS) Elastic Disaster Recovery (AWS DRS)–based Disaster Recovery (DR) solution for the [Customer Name / Authorized User]'s Amazon EC2 and on-premises workloads.

This SOW aligns with standard industry practices for Disaster Recovery engagements and follows the framework shown in the template guidance and the Autoverse SOW structure for project definition, scope, roles, assumptions, and risk management.

2. Period of Performance

The period of performance for this engagement will extend from the SOW Effective Date through *[X]* weeks/months, unless changed by a mutually executed Change Order.

3. Place of Performance

All services will be performed remotely unless otherwise agreed.

If onsite work is needed, tasks will occur at the [Customer Name / Authorized User]'s location(s):

- **City**
- **State**
- **Address(es)]**

4. Project Definitions

4.1 General Definitions

- **[Customer Name / Authorized User]:** Government entity, agency, or institution receiving the services.
- **Grupo CESA:** The service provider is executing this SOW.
- **AWS Elastic Disaster Recovery (DRS):** AWS service enabling block-level, continuous replication and rapid recovery of workloads.

4.2 DR Terminology

- **RPO (Recovery Point Objective):** Maximum data loss tolerance.
- **RTO (Recovery Time Objective):** Maximum time to restore service during failover.

5. Project Scope

5.1 General Description of the Project Scope

The Grupo CESA will design and implement an AWS Elastic Disaster Recovery (AWS DRS) solution for selected EC2 and/or on-premises workloads. The DR environment will support continuous block-level replication, automated orchestration, and reliable recovery in AWS.

Scope includes architecture design, AWS environment preparation, DRS agent deployment, replication validation, failover/runbook creation, and testing—as seen in the reference SOW's implementation workflow.

5.2 Project Boundaries

In Scope Activities (modeled after attached SOW):

- Set up AWS DR environment (networking, services, accounts).
- Configure AWS DRS for in-scope workloads.
- Achieve agreed RPO/RTO targets (e.g., RPO ≤ 2 hours, RTO ≤ next business day).
- Validate DR environment and execute failover testing.
- Produce DR runbooks and documentation.

Out of Scope (per template):

- Production deployments outside of DR failover testing.
- Application code changes or application-level troubleshooting.
- Non-AWS DR tooling unless explicitly defined.
- WAN architecture redesign.

Provider International handles performing only the consultative activities described In Scope. Anything not explicitly identified as In Scope, are excluded from the Services and are out of Scope including:

- WAN architecture is outside of scope for Grupo CESA.

Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

General responsibilities and assumptions

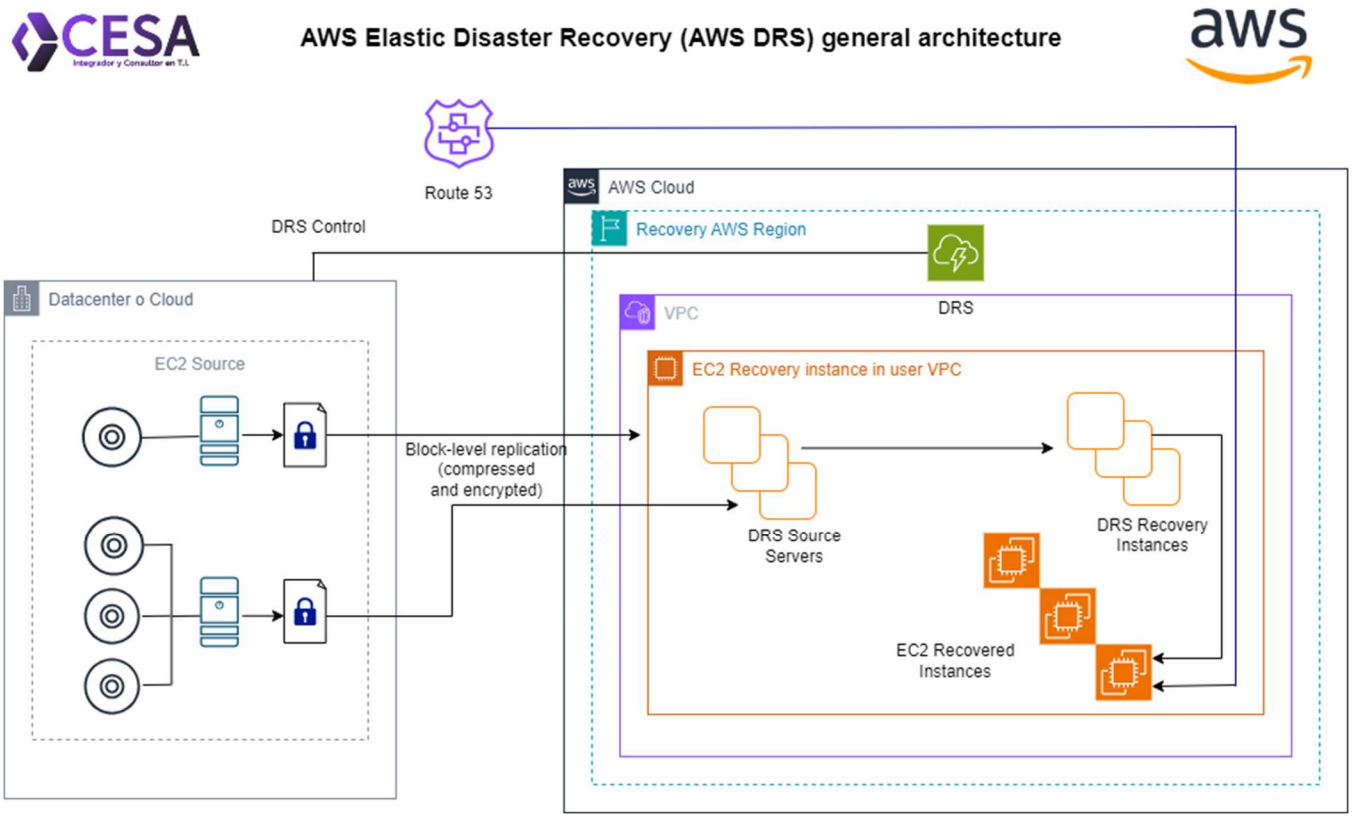
- Customer handles providing all access that is reasonably necessary to help and accommodate Seller's performance of the Services.
- Customer will provide in advance and in writing, and Seller will follow all applicable Customer's facility's safety and security rules and procedures.
- Customer handles security at all Customer-Designated Locations; Seller is not responsible for lost or stolen equipment, other than solely because of Seller's gross negligence and willful misconduct.

- This SOW can be ended by either party without cause upon at least fourteen (14) days' advance written notice.

6. AWS Solution Architecture Diagram

The following diagram illustrates an AWS Elastic Recovery architecture designed for a specific use case leveraging EC2 instances in the cloud. This solution provides a contingency framework for computing workloads, whether they are hosted in any cloud or on-premises environments. The architecture shows continuous replication of critical systems to AWS using DRS agents, ensuring rapid failover and minimal downtime in case of a disruption.

Key components include EC2 instances configured for recovery, staging subnet environments to help testing and validation configurations that support uninterrupted data synchronization. Legacy systems that require kernel-level drivers are addressed through alternative disaster recovery strategies, while multi-tier workloads are supported by coordinated recovery windows and dependency mapping. The design ensures robust, scalable, and secure disaster recovery operations, tailored to the customer's specific technical and business needs.



7. [Customer Name / Authorized User]'s Specific Requirements

7.1 [Customer Name / Authorized User]-Specific Requirements

- Ensure compatibility of OS and applications with DRS agents.
- Provide network and security system access needed for continuous replication.
- Maintain ownership of security, IAM, and data governance policies.

7.2 Special Considerations for Implementing [Customer Name / Authorized User]'s Location.

- Legacy systems requiring kernel-level drivers may need alternative DR methods.
- Multi-tier workload dependencies require coordinated testing windows.
- Staging and recovery subnet designs must follow the [Customer Name / Authorized User]'s security requirements.

7.3 Other Project Characteristics to Ensure Success

- Timely participation in technical workshops.
- Availability of SMEs during testing and validation phases.
- Bandwidth sufficiency for replication (as listed in dependency assumptions).

8. Current Situation

8.1 Background of [Customer Name / Authorized User]'s

[Description of the customer's mission, operational drivers, DR/BC goals]

8.2 Current Architecture and Operating System

- Existing EC2 and/or on-premises workloads, virtualization platforms, and OS versions.
- AWS account structure, VPC layout, security baseline.

8.3 Current Workflow / Business Flow and Processes

- Current business continuity operations.
- Failover/fallback manual processes.

8.4 Current Legacy Systems

- Legacy workloads potentially require added analysis for DR suitability.

8.5 Current Systems Dependencies

Includes but not limited to:

- Network interdependencies

- Directory Services
- DNS, identity, load balancers
- Database replication requirements

8.6 Current Infrastructure (Limitations, Restrictions)

- Aging hardware
- Limited bandwidth
- Licensing constraints (e.g., Windows licensing mobility)

8.7 Usage / Audience Information

Technical, security, compliance, and application teams.

9. Products and Services to Support the Project Requirements

9.1 Required Products (Solution Components)

Following template element 7A on solution components:

- AWS Elastic Disaster Recovery (AWS DRS)
- EC2 compute resources for staging area
- EBS volumes for replication
- VPC networking components
- IAM roles and policies
- AWS CloudWatch and AWS Systems Manager (optional)
- Transit Gateway / VPN if needed.

9.2 Required Services

- Solution design
- Deployment and configuration
- Replication onboarding
- DR testing and failover orchestration
- Runbook creation
- Knowledge transfer

9.3 Training Requirements / Self-Sufficiency / Knowledge Transfer

Modeled after 7C in the template:

- DRS console training.

- Failover/fallback procedures
- Architecture documentation
- Replication watching guidance.

9.4 Support and Maintenance Requirements

- Post-implementation support for *[X]* days
- Aid with issue remediation during testing.
- Long-term support outside project scope available as separate engagement

10. Personnel Requirements

Grupo CESA will assign:

- **Lead AWS Solutions Architect**
- **DR Engineer(s)**
- **Project Manager**

11. Transition Phase-In / Phase-Out Requirements

- Phase-In: Access provisioning, kickoff, environment assessment.
- Phase-Out: Documentation delivery, knowledge transfer, decommission of staging/testing assets.

12. Total Project Price

Total not-to-exceed cost: **$[Amount]**

May follow milestone-based retainage as per template payment structure.

13. Project Deliverables

The table below outlines the key deliverables for the AWS Disaster Recovery project, each accompanied by a brief description and corresponding acceptance criteria. The deliverables include a comprehensive AWS DR Architecture Document detailing the technical design, an AWS DRS Configuration Workbook specifying all implementation settings, and DR Runbooks for both failover and failback procedures.

Additionally, a Replication Health Report will summarize the status and integrity of replication processes, while the Final Acceptance Document will confirm the client's approval of all deliverables. The Project Closure Report will provide a summary of project outcomes, including

lessons learned and recommendations for future improvements. All documentation must adhere to industry's best practices and be confirmed for completeness and technical accuracy.

Deliverable	Description	Acceptance Criteria
AWS DR Architecture Document	Comprehensive technical documentation detailing the AWS Disaster Recovery architecture, components, and integration points.	Document reviewed and approved by client; architecture aligns with project requirements and AWS best practices.
AWS DRS Configuration Workbook	Detailed workbook holding all configuration parameters and settings for AWS Disaster Recovery Service implementation.	Workbook confirmed for completeness and accuracy reflects actual environment configuration.
DR Runbooks (Failover & Failback)	Step-by-step operational guides for executing disaster recovery failover and failback procedures.	Runbooks successfully evaluated during DR drill; stakeholders confirm clarity and effectiveness of procedures.
Replication Health Report	Periodic report summarizing the status and health of data replication between primary and DR environments.	Report proves successful and continuous replication; no critical errors or data loss detected.
Final Acceptance Document	Formal document confirming the completion of all project deliverable and client satisfaction.	Client provides written approval and acknowledgment of project completion as per agreed scope.
Project Closure Report	Comprehensive report summarizing project outcomes, lessons learned, and recommendations for future improvements.	Report delivered, reviewed, and accepted by client and project stakeholders.

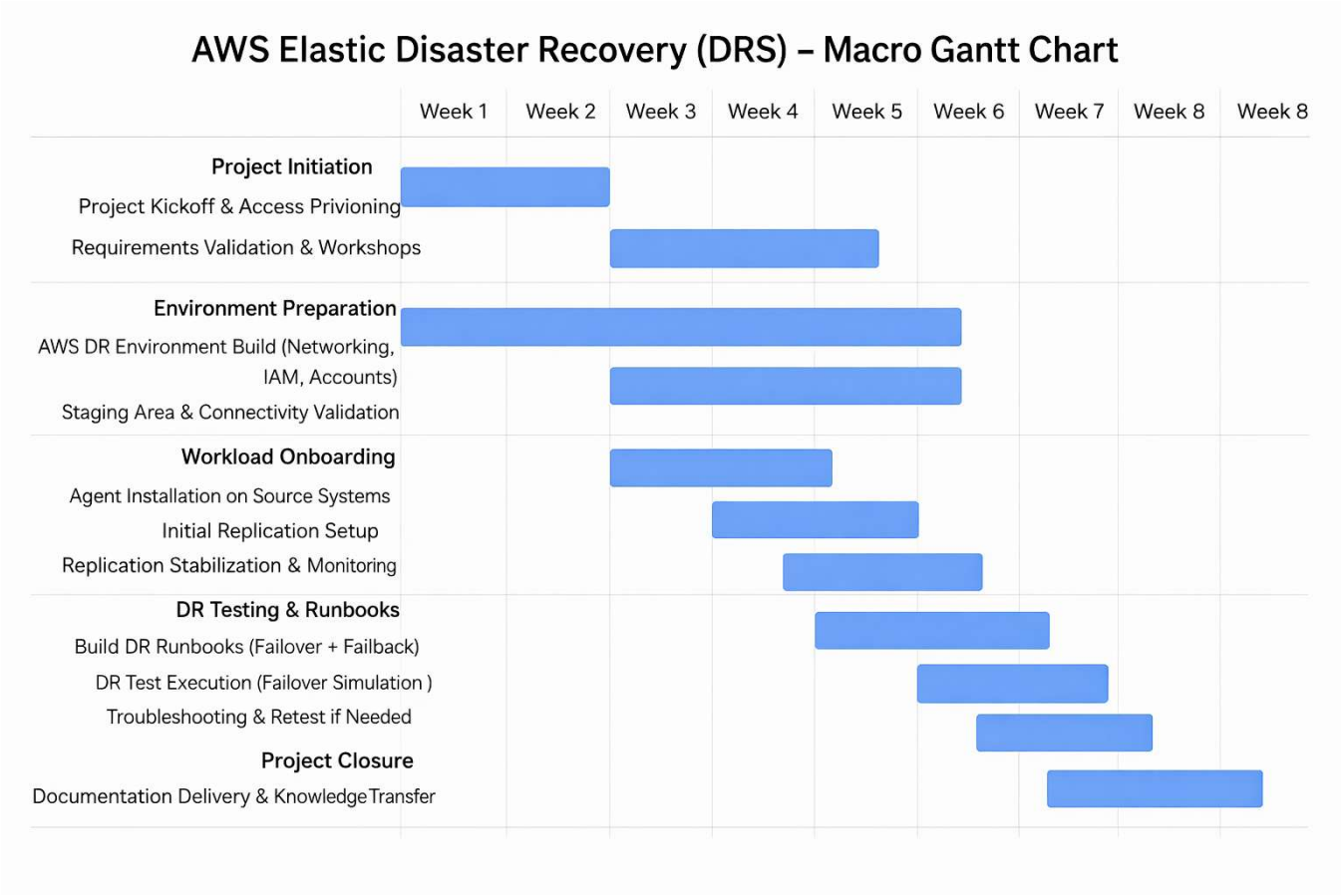
14. AWS Elastic Recovery Project Diagram

The Gantt chart in Section 14 of the AWS Elastic Recovery Project outlines several key milestones that structure the successful delivery of the project. The first phase begins with the Project Kickoff, which includes a kickoff meeting and the development of a comprehensive project plan to align all stakeholders.

The following milestone is the Environment Build, where the foundational infrastructure is proven to support recovery processes. Later phases cover the implementation and testing of data replication between the primary and DR environments, as captured in the Replication Health Report, ensuring continuous and error-free data transfer.

Final acceptance is achieved once all deliveries are completed and the client provides formal approval, showed in the Final Acceptance Document. The project concludes with the submission of the Project Closure Report, summarizing outcomes, lessons learned, and recommendations.

Each milestone is linked to specific deliverables, payment schedules, and retainage agreements, ensuring transparency and accountability throughout the project lifecycle. This structured approach ensures a robust and reliable recovery solution, meeting client expectations and industry standards.

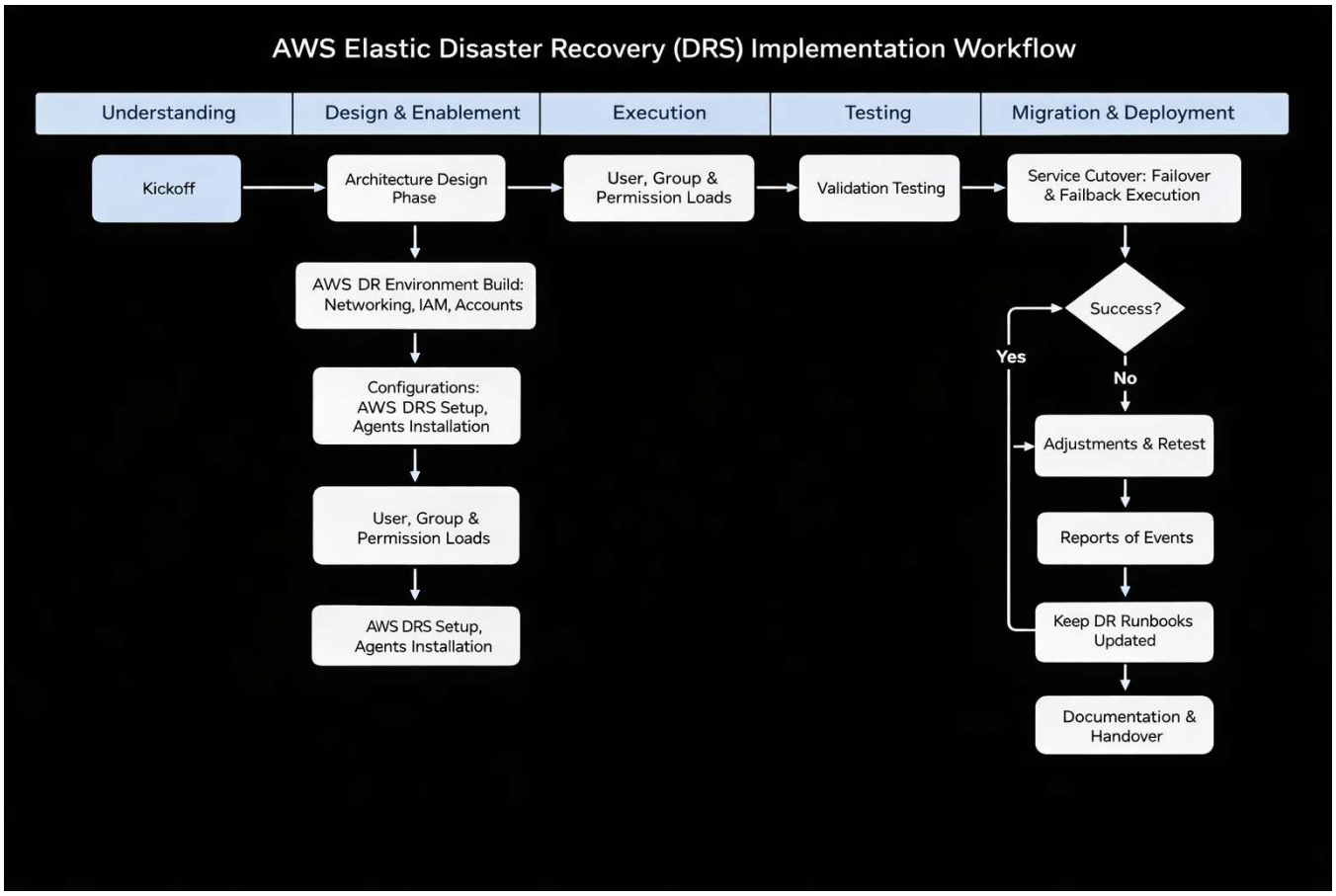


15. AWS Elastic Recovery Implementation Flowchart Diagram

The AWS Elastic Disaster Recovery implementation process follows a structured workflow designed to ensure robust business continuity. The project begins with a formal kickoff, including a meeting and the creation of a detailed project plan to align all stakeholders. Next, the Environment Build phase shows the core infrastructure necessary to support seamless disaster recovery operations.

Data replication is then configured and assessed between the primary and disaster recovery environments, with progress tracked through the Replication Health Report to guarantee reliable, error-free data transfer. The process is governed by clearly defined milestones, deliverables, and payment schedules, providing transparency and accountability throughout each stage.

Final acceptance is achieved after all deliverables are completed and formally approved by the client, followed by the submission of a comprehensive Project Closure Report that captures outcomes, lessons learned, and recommendations for future improvements. This workflow ensures the delivery of a resilient recovery solution that meets both client expectations and industry standards.



16. Milestones, Deliverables, Payment Schedule, and Holdbacks

Milestone	Deliverables	Payment	Retainage
Project Kickoff	Kickoff meeting, project plan	X%	X%
Environment Build	AWS infra & accounts	X%	X%
Replication Setup	DRS agents install & replication	X%	X%
DR Testing	Assess reports & issue remediation	X%	X%
Final Acceptance	Final documentation	Remaining	Released

17. Events and Tasks for Each Milestone

Grupo CESAs will provide a Work Breakdown Structure (WBS) outlining major tasks, dependencies, internal and external deliveries, and expected duration.

18. Acceptance Criteria

Acceptance will follow the structure:

- All configured workloads must show healthy continuous replication.
- Successful execution of at least one planned failover test.
- Documentation delivered and approved.
- UAT completed by [Customer Name / Authorized User].

19. Project Assumptions and Project Roles and Responsibilities

17.1 Project Assumptions

Based on some assumptions (e.g., access, bandwidth, supported OS):

- [Customer Name / Authorized User] provides required access within one business day.
- All workloads run supported operating systems.
- Sufficient network bandwidth for continuous replication.
- Grupo CESAs will not change application code or unsupported OS images.

17.2 Roles and Responsibilities

A responsibility matrix will be provided.

20. Commonwealth and Grupo CESA-Furnished Materials, Equipment, Facilities, and Property

18.1 Provided by [Customer Name / Authorized User]

- AWS account access.
- On-premises system access
- Network/firewall modifications.
- Testing resources

18.2 Provided by Grupo CESA

- Documentation Templates
- Architecture diagrams
- Knowledge transfer material

21. Security Requirements

- All data transport must use secure, encrypted channels.
- Grupo CESAs must follow [Customer Name / Authorized User]'s facility and security policies.
- Grupo CESA personnel must pass background checks if needed.

22. Required Standards, Certifications, and Specifications

As applicable:

- AWS Well-Architected best practices
- IEEE 802 standards (referenced in template)
- HIPAA, PCI, or FedRAMP (if relevant to workloads)

23. Risk Management

21.1 Initial Risk Assessment

Grupo CESA and [Customer Name / Authorized User] will jointly perform a risk assessment like section 17.

21.2 Risk Management Strategies

Risk management strategies within Grupo CESA's service proposal are designed to proactively address and mitigate potential risks throughout the project lifecycle. First, critical systems are

found and prioritized to ensure that resources and attention are focused on the most essential components, reducing the likelihood of major disruptions.

Early validation of replication processes is also conducted, ensuring that data and service continuity measures are effective before full-scale deployment or migration. Additionally, rollback plans are included as a precautionary measure, allowing the team to quickly revert to a stable state in case of unforeseen issues or failures. These strategies collectively minimize risk exposure and enhance the resilience of the service environment.

21.3 Risk Management Plan

The following matrix covers the key issues that can be managed in a risk management plan:

Risk/Task	Probability	Impact	Mitigation Actions	Owner
Failure to find critical systems	Medium	High	Conduct initial assessment with all stakeholders to ensure comprehensive identification and prioritization.	Grupo CESA & [Customer Name / Authorized User]
Replication process errors	Medium	High	Perform early validation of replication processes before full deployment; check continuously during migration.	Grupo CESA
Rollback failure during incidents	Low	High	Develop and test rollback plans; keep clear documentation and regular drills.	Grupo CESA
Unforeseen project lifecycle risks	Low	Medium	Implement ongoing risk reviews and initiative-taking mitigation strategies throughout the project lifecycle.	Grupo CESA & [Customer Name / Authorized User]

24. Disaster Recovery

DR planning aligns to section 18:

- Build DR runbooks.
- Develop failover/failback procedures.
- Validate resiliency.

25. Other Technical/Functional Requirements

24.1 Service Level Requirements

- Replication must keep continuous data synchronization without extended gaps.

24.2 Mean-Time-Between-Failure Requirements

- Solution must rely on AWS infrastructure SLAs.

24.3 Data Access / Retrieval Requirements

- Failover instances must provide equivalent access patterns to production.

24.4 Additional Warranties

- Grupo CESA calls for work will follow industry standards.

26. Reporting

Weekly or bi-weekly status reports (per Section 21 template), including:

- Completed tasks.
- Risks/issues
- Budget and resource tracking
- Upcoming milestones

27. Grupo CESA Performance Self-Assessment

Within 30 days of execution, Grupo CESA will provide a self-assessment as needed in template §21. E.

28. Performance Auditing

[Customer Name / Authorized User] may perform periodic reviews of Grupo CESA performance.

29. Grupo CESA Performance Assessment

Grupo CESA will send a copy of assessment to the Relationship Manager.

30. Change Management

This SOW may be changed or amended only in a writing signed by both [Customer] and Grupo CESA, generally in the form provided by Seller ("Change Order"). Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

In case of a conflict between the terms and conditions in a fully executed Change Order and those in this SOW or a prior fully executed Change Order, the terms and conditions of the most recent fully executed Change Order shall prevail.

31. Point of Contact

Each party will name a person responsible for communications, approvals, and coordination, as shown below:

Grupo CESA	**[Customer Name]**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____