

# Know the whole project before you sign.

Five phases from the first call to go-live, typically 8 to 16 weeks. The first two come before any contract.

|             | BEFORE ANY CONTRACT<br>Scope                                                                     | BEFORE ANY CONTRACT<br>Prototype                                                                                                     | CONTRACT SIGNED<br>Kickoff                                                                                   | AFTER SIGNING<br>Create                                                                            | AFTER SIGNING<br>Deploy                                                                            |
|-------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| HOW LONG    | One call                                                                                         | Three days, a meeting the same week                                                                                                  | One meeting                                                                                                  | Per theme, set at kickoff                                                                          | Set at kickoff                                                                                     |
| GOAL        | Agree what is in scope.                                                                          | See your own flow working before any contract.                                                                                       | Sign the scope and name the team.                                                                            | Build each theme and accept it against tests agreed up front.                                      | Go live, then keep improving it as partners.                                                       |
| YOU GET     | <ul style="list-style-type: none"> <li>Your process, mapped</li> <li>What is in scope</li> </ul> | <ul style="list-style-type: none"> <li>A clickable prototype</li> <li>A requirements meeting</li> <li>A fixed-price quote</li> </ul> | <ul style="list-style-type: none"> <li>Signed scope sheet</li> <li>Team named, both sides</li> </ul>         | <ul style="list-style-type: none"> <li>Each MVP, accepted</li> <li>Full build, accepted</li> </ul> | <ul style="list-style-type: none"> <li>Go-live</li> <li>A partner that keeps it current</li> </ul> |
| YOU PREPARE | <ul style="list-style-type: none"> <li>Just the call</li> </ul>                                  | <ul style="list-style-type: none"> <li>About 10 sample SKUs</li> <li>No access, no install</li> </ul>                                | <ul style="list-style-type: none"> <li>Project owner</li> <li>Sign-off person</li> <li>IT contact</li> </ul> | <ul style="list-style-type: none"> <li>Test data</li> <li>Experts for the answer key</li> </ul>    | <ul style="list-style-type: none"> <li>Go-live sign-off</li> </ul>                                 |
| PAYMENT     | None                                                                                             | None                                                                                                                                 | Deposit                                                                                                      | Refundable until MVP                                                                               | Balance, on final acceptance                                                                       |

## Priced by the system you need.

A fixed price for the scope you sign, quoted after the Prototype Week. Never by the hour.

- How many themes this round covers
- How many systems it connects to
- How many countries and regulations it covers

## How the money moves

- ☐ **Quote** After the Prototype Week
- ☒ **Sign, pay the deposit** At kickoff
- ☐ **MVP acceptance** Tested against the agreed standard
 

**Keeps missing:** Deposit refunded in full. If the MVP keeps missing the standard and you are not satisfied. The contract ends.
- ☐ **Finish the build** The rest of each theme
- ☐ **Final acceptance** Same tests, same sign-off
- ☒ **Pay the balance** Only after final acceptance

# The five phases

## Scope

One call

**Agree what is in scope.**

**What we do** Walk through your flow with you: where parts come in, who touches them, where they leave.  
Map the systems it runs on: ERP, PLM, supplier files, broker feeds.  
Mark which regulations apply, country by country.  
Write the requirement list and cross out what is out of scope.

**Who from your side** You, for the call. Bring anyone who owns a step you want changed.

**Done when** You agree the requirement list.

## Prototype

Three days, a meeting the same week

**See your own flow working before any contract.**

**What we do** Build a clickable prototype of your own flow in three days, from about ten of your sample SKUs.  
Use your own step names, countries and forms, so it reads as yours.  
Walk through it with you at a requirements meeting the same week.  
Send a fixed-price quote, and answer your IT's security review, before any contract.

**Who from your side** You, for the requirements meeting. Bring whoever owns a screen in the prototype, and IT if they want to start the security review.

**Done when** You have the quote and decide.

## Kickoff

One meeting

**Sign the scope and name the team.**

**What we do** Split your system into themes, for example Classification, FTA and Import/Export control.  
Agree each theme's MVP for this round, and the tests it must pass.  
Name our team and write the plan with dates.  
Agree how your data arrives: exports to start, read-only access where IT allows, one system at a time.

**Who from your side** The project owner and the person who signs off, for the kickoff meeting. The IT contact, to agree how the data arrives.

**Done when** The scope sheet is signed and the deposit is paid.

## Create

Per theme, set at kickoff

**Build each theme and accept it against tests agreed up front.**

**What we do** Build the theme's MVP, the smallest version that does the job, and run the agreed test scenarios against your answer key.  
Fix what fails, then hold MVP acceptance with you.  
Build the rest of the theme and accept it the same way.  
Have our trade advisor review every rule before it goes in.

**Who from your side** The project owner throughout. Your experts while the answer key is built. Each department only when its step comes up.

**Done when** Every theme passes final acceptance.

## Deploy

Set at kickoff

**Go live, then keep improving it as partners.**

**What we do** Take each theme live after your sign-off.  
Plan what to automate next with you, on a regular schedule.  
Keep the models and connectors current, on a schedule agreed with your IT.  
Apply the regulation changes that affect your themes.

**Who from your side** The person who signs off, and the IT contact for any field written back to your systems.

**Done when** Final acceptance is signed and the balance is paid.

## Agree on the test before we build.

Your experts set the answer key. The pass line is agreed before anything runs.

### What is accepted

One theme's MVP, or the full theme.

### The scenarios

Built together from your own products, including the hard ones. Some stay sealed until acceptance, so no fix can be tuned to them.

### The answer key

Your experts confirm the correct result for each scenario.

### The documents

Whatever product documents exist: specs, drawings, BOMs.

### The pass line

Agreed in advance, before anything is run.

### Who signs

Someone on your side signs the result.

## Who comes from each side.

Four roles on ours. On yours, three, and one person can hold several.

| Role                                    | Scope                 | Prototype                 | Kickoff               | Create                   | Deploy                      |
|-----------------------------------------|-----------------------|---------------------------|-----------------------|--------------------------|-----------------------------|
| <b>Trade advisor</b><br>GingerControl   | Marks the regulations | Puts your rules on screen | Joins the team        | Reviews every rule       | Applies rule changes        |
| <b>Product manager</b><br>GingerControl | Runs the call         | Runs the meeting          | Writes the plan       | Runs the plan            | Plans what is next          |
| <b>Engineer</b><br>GingerControl        | Maps your systems     | Builds the prototype      | Sets up the data flow | Builds each theme        | Takes it live               |
| <b>Sales</b><br>GingerControl           |                       | Sends the quote           | Contract, deposit     |                          | Joint marketing             |
| <b>Project owner</b><br>Your side       | One call              | One meeting               | One meeting           | Throughout               | Go-live                     |
| <b>Sign-off</b><br>Your side            |                       |                           | Signs the scope       | Accepts each MVP         | Final acceptance            |
| <b>IT contact</b><br>Your side          |                       | Security review           | Agrees the data flow  | One system at a time     | Signs off write-back fields |
| <b>Your experts</b><br>Your side        |                       |                           |                       | Confirm the answer key   |                             |
| <b>Other departments</b><br>Your side   | Optional              |                           |                       | When their step comes up |                             |

# Questions before you sign

## What is Prototype Week?

Prototype Week is how a GingerOS project starts. After one call about your process, where parts come in, who touches them and where they go next, our engineers build a clickable prototype of your own compliance flow in three days, from about ten of your sample part numbers. The same week, we walk through it with your team, screen by screen, and turn every comment into a requirement. A fixed-price quote follows. It needs no system access, no production data and nothing installed.

## Who should join the requirements meeting?

Whoever owns a step in the flow you described. Trade compliance usually leads; IT often joins to see how the data would arrive, and procurement, sales or finance join if the prototype shows their step.

## Can we start without IT?

Yes. Scope and the Prototype Week need no system access and nothing installed. Before you sign, we answer your IT's security review. At kickoff, IT agrees how the data arrives, one system at a time.

## Is it a fixed price?

Yes. A fixed price for the scope you sign, paid in two parts: a deposit at kickoff and the balance on final acceptance. If you change the scope, the change is quoted before any work on it starts.

## How long does a project take?

Our custom builds have typically run 8 to 16 weeks end to end. The Prototype Week is three days plus a meeting the same week, and the plan at kickoff sets the dates for each theme.

## What happens after go-live?

We work as partners: we plan what to automate next with you on a regular schedule, keep the models and connectors current, and apply the regulation changes that affect your themes. Any yearly cost for this is in the quote, next to the build price, before you sign.

## Is a three-day prototype just a template?

No. It is built from what you tell us on the call: your own step names, plants, countries and about ten of your sample parts, so it reads as your flow. It is a draft meant to be argued with, not the final design. Its job is to make the first requirements meeting concrete.

## What happens after the requirements meeting?

We turn the meeting into a requirements list and send a fixed-price quote for that scope. You decide whether to go ahead, and the prototype is yours to evaluate and show inside your company either way.

## Do you need our real data?

For the prototype, about ten sample part numbers, with whatever documents you have. If you want an NDA first, we sign it before you send anything. For the build, the test data and answer key agreed at kickoff, as exports or through access your IT allows.

## What happens if the MVP fails?

We fix what failed and run the agreed scenarios again. If the MVP keeps missing the agreed standard and you are not satisfied, your deposit is refunded in full and the contract ends. How many retests, and over what time, is written into the contract before you sign.

## How much of our team's time does it take?

Three roles carry it on your side: a project owner, the person who signs off and an IT contact. In a smaller company one person can hold more than one. Your experts join to confirm the answer key, and other departments only when their step comes up. The plan at kickoff lists the hours for each person, phase by phase.

## What goes into the contract?

Who owns what is built, how your records export if you leave and how long they are kept, the liability terms, the number of retests before a refund, and joint marketing, which happens only if you agree. The prototype is yours to evaluate and show inside your company either way.

## How to start

One call and about ten sample part numbers (SKUs). No system access, nothing to install. A clickable prototype of your own flow in three days, a requirements meeting the same week, then a quote.

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