Project Proposal

Seattle Hiroshima Club
ATTN: Linda Ishii

A. Project Description

Students enrolled in the Advanced Web Design class in Seattle Central Community College's Department of Information Technology, the Vendor, has been asked by Linda Ishii of the Seattle Hiroshima Club, the Client, to produce and develop a marketing and informational website with a Content Management System (CMS), the Project, to be viewed publicly and privately via the world wide. WordPress will be the CMS used in this class.

Said Project is intended to showcase the services of the Seattle Hiroshima Club to be viewed publicly by past, present and future members of Seattle Hiroshima Club. This site will be an HTML, CSS and PHP based website with a CMS to allow the Client to manage and update images and text based on the site recommendations and as proposed by the Vendor.

B. Functional Requirements

Said Project will be produced by the Vendor with the following functional requirements:

1. Responsive Design: Create a website design that renders correctly on (a series of) mobile devices.

2. Search Function: Ability to search the site (article titles, "press," etc.)

3. Member Login: Will divide access to different contents of the site based on their clearance (Public, Board, and Members)- see #6

4. Dynamic Calendar: Dynamic calendar that can automatically populate from listed events

5. eCommerce: handles money transactions of donations, member sign-up fees and future merchandises

6. Intranet: Secure locations where employees can log in for code of conduct, contact info for other employees, etc.

7. Social Media Links: Provide links to Seattle Hiroshima social media pages on website.

8. Survey Pop-up: Incorporate custom surveys into new website.

C. Content Requirements

Said Project will be produced by the Vendor with the following content requirements:

1. Brand Imaging: Said Project will incorporate the Client's logo and brand specifications as supplied by the Client.

2. Photographic Images: Said Project will incorporate photos as designed by the Vendor and as supplied by the Client. The Client will be responsible for approval and license of each photograph.

3. Written Copy: Written information for said Project will be incorporated into said Project by the Client via a Content Management System (CMS)

D. Technology Requirements

Said Project will be produced by the Vendor with the following technology requirements:

1. Markup Code: Markup code for said Project will be written in valid HTML5 as to control the structure of website components. Said markup code will adhere to standards as set forth by the W3C.

2. Presentation Code: Presentation code for said Project will be written with Cascading Style Sheets (CSS) as to control the design and layout of the website components. Said Presentation code will adhere to standards as set forth by the W3C

3. Scripting: Scripting code for said Project will be written in Javascript as to control item applications, including: rollover images, slide shows, and pop-up windows. PHP will be written as to control elements that interact with the server and the database, including: data forms and content management applications. **ASP or .NET will not be able to be used.**

4. Database: The database for said Project will be written using MySQL as to control database functionality for website and content management system components.**Microsoft SQL Server will not be able to be used**.

E. Project Phases

Said Project will be produced by the Vendor as described in the following phases:

1. Discovery: The Vendor will meet with the Client to clarify objectives, identify preferences, discuss goals, and analyze overall needs for said Project.

2. Content Audit: The Vendor will conduct a content audit as to assess how present and potential written and visual content will satisfy user needs assessed during the discovery phase for said Project.

3. Information Architecture: The Vendor will create an information architecture based on the analyzing of data collected during the content audit phase of said Project for the Client's review, approval and sign off.

4. Content Design: The Vendor will create a (schematic) content design study for all in-scope template pages that will satisfy user needs and that will adhere to the information architecture of said Project for the Client's review, approval and sign off.

5. Visual Design: The Vendor will create and present a visual design study consisting of at least three initial visual design concepts that incorporate the Content Requirements in the manner as stated above for all in-scope pages of said Project for the Client's review, approval and sign off.

6. **Development:** The Vendor will be responsible for developing the website and content management system with the requirements in the manner as stated above for the Client's review, approval and sign off.

7. Launch: The Vendor will be responsible for launching said Project to the Client's server space.

F. Rights of Usage

Rights of usage for said Project described as follows:

1. All project code written by the Vendor will remain property of the Vendor and will be able to be used as a portfolio piece for the Vendor.
2. The Client is granted usage rights of said Project as produced and developed by the Vendor to be used via the World Wide Web only.

G. Project Fees

The Client, will adhere to fees for said Project described as follows:

1. Fees are to incorporate terms of said proposal only and will be billed as a "Pro-Bono" project.
2. Any other vendor fees such as domain registration, ISP, etc. are to be negotiated and billed separately by the respected vendors and are not the responsibility of Seattle Central Community College.

H) Project Responsibilities

The Client, will adhere to responsibilities for said Project described as follows:

1. The Client is expected to participate and be available for review and approval of all project deliverables, as described in the project phases section, according to the proposed schedule. If at any time the Project is delayed or halted by the

Client, including but not limited to phase acceptance delay longer than 7 days, work on said project may be cancelled.

2. The Client is to understand that this is a class project that is being worked on by students as a learning experience. A reasonable attempt will be made by both instructors of the class and students enrolled in the class to complete the project in a professional and timely manner. However, Seattle Central Community College cannot guarantee nor be responsible for the quality of work produced in this class.

I. Project Approval

By signing this document, this Project Proposal is considered "agreed upon" by the Client and Vendor.

Name: _____ Date: _____
Linda Ishii
Seattle Hiroshima Club

Name: _____ Date: _____
Nico Davis
Project Manager

Name: _____ Date: _____
Frankie Crescioni
Lead Developer

Name: _____ Date: _____
Andy Meyers
Web Designer/Developer

Name: _____ Date: _____
Milo Sherman
Web Designer/Developer

Name: _____ Date: _____
Shelah Blando
Web Designer/Developer