Project Proposal for Center for Collaborative Systems for Safety and Regional Resilience

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A) Project Description

Students enrolled in the Advanced Web Design class in Seattle Central Community College's Department of Information Technology, have been asked by Center for Collaborative Systems for Safety and Regional Resilience, the Client, to produce and develop an informational website with a Content Management System (WordPress). This project is intended to showcase the services of Center for Collaborative Systems for Safety and Regional Resilience to be viewed by past, present and future students, collaborators and employers.

This site will be an HTML, CSS and PHP based website with a Content Management System (WordPress) 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. **Dropdown Navigation Items:**
   Main Navigation will have drop down list items that meet the Client's requested specifications.
2. **Search:**
   Ability to search the site using built-in WP functionality.
3. **Blog with Social Connectivity:**
   Blog for news and updates, which will automatically post to the Client's Facebook/Twitter accounts (dependent upon Client creating accounts for social media connectivity).
4. **RSS/News Feed:**
   Dynamically updated feed with most recent CoSSaR news postings and other relevant news, dependent upon the Client providing a list of entities from which to pull postings.
5. **Protected Posts & Pages:**
   Postings and pages containing sensitive information will be protected so that only specific types of users are allowed access to said postings and pages.
6. **Responsive Design:**

Website design will render correctly on (a series of) mobile &desktop devices.

C) Content Requirements

The website redesign will be produced by the Vendor with the following content requirements:
1. **Brand Imaging:** The website redesign will incorporate the Client's logo and brand specifications as supplied by the Client. Possible logo redesign is in order.
2. **Written Copy:** The website redesign will incorporate written information as written by and supplied by the Client or will use filler text (Lorem Ipsum) as a placeholder before handoff.

D) Technology Requirements

The website redesign will be produced by the Vendor with the following technology requirements:
1. **Markup:** Markup code for the website redesign will be written in valid HTML5 as to control the structure of website components, including: navigational elements, photos and text.
2. **Presentation:** 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 set forth by the W3C.
3. **Scripting:** Scripting code for said Project will be written with JavaScript and PHP, as to control the website item applications and to interact with the server and database.
4. **Database:** Database components for said Project will be written in MySQL as to control functionality that stores and retrieves content data.

E) Project Phases

The website redesign 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, uncover potential business solutions, discuss goals, and analyze overall needs for the 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 content design study (wireframes) 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 a visual design study consisting of at least three initial visual design concepts that incorporate the Client's logo and brand specifications into the content design of said Project for the Client's review, approval and sign off.
6. **Production:** The Vendor will be responsible for producing website template pages from visual design for all in-scope pages of said Project for the Client's review, approval and sign off.

7. **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.
8. **Launch & Handoff:** The Vendor will be responsible for launching said Project to the Client's server space, and for providing a complete digital copy of all deliverables.
9. **Training:** The Vendor will not be responsible for training the Client to use the content management system ([WordPress](#)) for said project.

F) Rights of Usage

The Client, will adhere to 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.