Stand Up For Kids
Attn: Sara Mirabito

PROJECT SCOPE: Stand Up for Kids

1. **DECRIPTION:**
    Seattle Central Community College, the Vendor, has been asked by **Sara Mirabito** of Stand Up For Kids ("the Client"), to design, produce and develop a website for Stand Up for Kids ("the Project"), to be viewed publicly via the world wide.

    This Project is intended to provide a functional and manageable website for the client. Our Teams proposal for this project, is to satisfy the following requirements:

    Design: Creation of an on-brand website design representative of the mission and services of Stand Up For Kids.

    Technology: Implementation of a Content Management System (CMS) powered by WordPress as to allow the Client to update and manage their own content.

2. **CONTENT REQUIREMENTS:**

    Brand Imaging: Said Project will incorporate Stand Up For Kids logo and brand specifications as supplied by the Client.

    Photographic Elements: Photos for said Project will be supplied to and or will be chosen by the Vendor to be incorporated into the design of said Project. The Client will be responsible for approval and license of each photograph.

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

3. **TECHNOLOGY REQUIREMENTS:**

    Markup Code: Markup code for said Project will be written in valid XHTML 1.0 Transitional as to control the structure of website components. Said markup code will adhere to standards as set forth by the W3C and shall validate against the W3C markup validation service.

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

Client-Side Scripting: Client-Side Scripting code for said Project will be written in Javascript and AJAX where needed as to control website item applications. These may also be used in a WordPress plugin.

Server-Side Scripting: Server-Side Scripting code for said Project will be written in PHP as to control elements that interact with the server and database component. WordPress plug-ins may include other server side scripting).

Database Component: Database components for said Project will be written in MySQL as to control functionality that stores and retrieves content data.

4. **FUNCTIONAL SPECIFICATIONS:**

Informational:
- Volunteer page (details TBD)
- Calendar (1 volunteers & 1 for the kids) - JM
- Blog : post submitted artwork, stories, poetry
- Submission form for artwork, etc
- Resources page for the kids
- RSS feed of "industry articles" - JM
- Twitter feed - JM

Customer Tools
- Search
- Mobile site - NH

Product Features:
- Login (Membership plugin) page for volunteers - NH
- image gallery - JM
- Image Slideshow - JM

Customer Service Features: NH and/or JM
- Contact form
- Kid's submission form (see under Informational)
- Volunteers report submission form

5. **PROJECT PHASES:**

(See Project Schedule -https://docs.google.com/a/seattlecentral.edu/spreadsheet/ccc?key=0AgGxkF9l1HF_dGYzZ0JiOUNhY3owb0lmWWRGY0M5SGc&hl=en_US#gid=0
 - for dates.)

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

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.

Information Architecture: The Vendor's design team will provide the information architecture based on the website sections, matrix documentation, a Powerpoint

presentation, and other relevant information provided by the client, for the client's review, approval and sign off.

Content Design: The Vendor's design team will create and present a wireframe template of the content design for the Stand Up For Kids website based on the agreed in-scope pages of the project. They will outline the functionality, navigation and content as described in the information architecture scheme, and will be submitted to the client for their review, approval and sign off.

Visual Design: The Vendor's design team will provide to the client a set of three visual design studies for the Stand Up For Kids website based on the content design wireframes agreed upon by the vendor and the client, for the client's review, approval and sign off.

Production & Development: The Vendor will be responsible for producing said Project on the SCCC Development Team development server with the Content and Technology Requirements in the manner as stated above for all in-scope pages of said Project for the Client's review, approval and sign off.

Page Templates: The Vendor's design team will develop a set of page templates based on the content design and visual design approved by the client and the vendor for the Stand Up For Kids website. They will be provided to the vendor's development group for production of Said Project.

Design Specifications: The Vendor will be responsible for creating and providing to the client a style guide to outline the visual design and functions of said Project based on the in-scope styles and functions outlined by the client, for the client's review, approval and sign off.

Testing: The Vendor will be responsible for testing all website pages as to ensure functionality across multiple platforms and browsers for all in-scope pages of said Project for the Client's review, approval and sign off.

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

Hand-Off Packet:

Style Guides: The Vendor will be responsible for creating and providing to the client a style guide template based on the in-scope styles outlined by the client, for the client's review, approval and sign off.

Technical Specs Guides:
i. The Client website will be written using valid XHTML & CSS while utilizing PHP & MySQL to generate pages.
ii. The Client website will be able to be viewed on both Mac & PC computers.
iii. Target browsers will be Firefox 3 & 4, Google Chrome 12.0.742.112, Safari 4 & 5, Opera 9, Internet Explorer 8 & 9. Internet Explorer versions prior to 8 will not

be supported.

6. **RIGHTS OF USAGE:**

   Client: The Client is granted the right to use Stand Up For Kids website as designed and produced by the Vendor via the World Wide Web.

   Vendor: The Vendor reserves the right to use design and development elements of Stand Up For Kids website as a case study and portfolio reference.

7. **PROJECT TERMS:** The Client, will adhere to terms for said Project described as follows:

   1) The Client agrees to the terms set out in this document and additional requirements will not be accepted as part of said Project.
   2) Additional requirements of said Project may be provided for by an intern after said Project is complete.
   3) The Vendor agrees to deliver said Project on time as stated in the Project Schedule and completely as stated in this document.
   4) The Vendor agrees to supply the Client the necessary training materials and guides as stated in this document.
   5) It is the responsibility of the Client to provide requested materials or input in a timely manner. If such materials are not received within the time allotted, the Vendor reserves the right to make decisions in the best interest of the Client.
   6) 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 the SCCC Development Team.

8. **PROJECT APPROVAL**

   1) Upon reading the above stated Project Proposal, the Client approves this Project Proposal by signing and dating below.
   2) This Project Proposal is considered "agreed upon" by receiving the Project Proposal with a signature of the Client.

   _____

The Client - Stand Up for Kids Seattle   Date

Todd S. (Designer) nurselog.contact@gmail.com
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Jose M. (Designer& Project Manager)jaymare48@gmail.com
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