



v.1.1

Scope of Work: NGO Website

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Table of Notifications

This Table represents the contacts in both companies as assigned currently.

Project	Name	Company
Project Requirements	Amit Arora	NGO Website
Client Interface (Business)	Sakshi Sharma	Software Developers Inc
Client Interface (Technology)	Pajany & Sachin	Software Developers Inc

Aim

- To build a static, easy to navigate website that will emphasize on the charity and donation programs the visitors can get associated with in order to serve a cause.
- We have evaluated the client's requirements and have created a list of features & functions to be included in designing and developing the NGO website for creating an amazing User Experience.

Development Principles

The development principles of this turnkey solution will be:

- Responsive website which will be mobile friendly.
- Simple to use, beautiful UI designs.
- Smart Navigation Tabs for easy and fast access to all the functions.
- Language of development - English
- Language of data entry - English

Coding Standards

- Responsive templates for use on computers and mobile devices
- Industry standards in HTML designs, naming conventions
- HTML Editor – Dreamweaver/UltraEdit
- Design software – Photoshop/Fireworks

Note: The client will provide all the content that goes into the website. Any images that will be taken from the 3rd party stores like iStock, Getty images for designing the website, the royalty for those images will be purchased by the client.

Website Structure and Features

The website will consist of approximately 50 number of static pages.

1. Home page
 - 1.1. There will be 4 - 5 main menu titles.
 - 1.2. Banner image with the caption or a message written over it.
 - 1.3. The home page will be consist of 5-6 sections with a long scroll which will give an overall idea about the organization to its visitors.
 - 1.4. The visitors can also sign-up for the newsletter or to receive regular updates from the organization. The user can provide their name and email in order to sign up.
 - 1.5. Page header -
 - 1.5.1. Company's logo
 - 1.5.2. The social networking icons which will take the visitors to the organization's social pages like facebook & Twitter.
 - 1.5.3. Contact icon - The visitors can anytime contact the organization by sending an email by selecting the topic of their interest.
 - 1.5.4. Donate Now icon - This will be prominent in the header and the visitor can access this function from anywhere when they are on the website. This button will open up the form which the people can fill in order to donate money to the organization.
 - 1.6. Page Footer - This will include the contact address and may be the sitemap.
2. The menu titles will include sub-menus which will link to different pages within the website. The total number of pages will be 25 pages.
3. Donate now form: This will include all the necessary fields for verifying the person who is making the x amount donation. The person who is making the donation can select a category for which he/she is donating for.
4. Payment gateway integration
 - 4.1. Integrating 3rd party payment gateway which will allow the customers to make donations using credit/debit card.
 - 4.2. Paypal account
 - 4.3. Bank account - API will be provided by the bank OR we will display information for depositing a check or doing a wire transfer

- 4.4. We will add the options for recurring monthly donation and yearly donations which the user can select at the first time the user make donation.
5. Setting up simple facebook & Twitter pages for the website and integrating the links to the website.
6. Contact Us page: This page will include contact information like address, contact number, email addresses of the concerned department or staff. The Map view of the location of the company.
7. Creating a CMS for managing database and updating/adding content to the website.

Investment details - Time & Cost

Tasks	Resource	Duration	Cost
Design a website for 25 static pages i) Wireframes ii) Design PSDs for all pages iii) Responsive HTMLs	1 Designer 1 Developer	2 months	\$3500

Optional charges

Services	Cost
SEO Optimization	\$500 - one time cost
Hosting fees	\$350/year
Domain registration fees	\$25/year
Maintenance cost	For 6 months the cost will be \$2400 in which you will receive support for 20 hours every month.

Payment details (Payments can be made via Credit card securely or via ACH/Check/wire)

- 50% upfront payment at contract signing.
- 50% on Beta delivery

Project Management Software

We use ActiveCollab to manage all our projects . Your primary contact is a dedicated Project manager here in our Silicon valley office. He will ensure that the project starts and completes as scheduled. We will monitor and supervise everything through ActiveCollab project management platform.

1. Once the project is started we will create a team and assign the login credentials to our client.
2. The client can view the updates on a weekly basis which will be sent by the Project Leader.
3. The client can raise a ticket and post comments on updates as well.
4. The client can send and receive information (via attachments) whenever required. It is a great tool to track your project progress.

Warranty

All deliveries are covered by a 6 months debugging warranty after delivery.

All of the project Source codes will be handed over to the client on project completion. Client will be the sole and exclusive owner of the website and all IP of the website on project completion and payment of all agreed Invoices to SDI.