Community Directory Project

Project Proposal

FC-1

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Version Number	Date	Author	Notes
0.1	27.01.2021	Anthony Reen, Chris Willcocks	

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1   Summary

Thank you for this opportunity and we are happy to provide this proposal for your review. Please feel free to contact us with any questions and we look forward to proceeding with the project.

This project has been in plan for several years by Felixstowe Town Council. The requirements are now fully understood and confirmed, a technical solution has been developed and the project plan drafted.

The project will deliver a customised directory of community groups, organisations, clubs and societies, displaying information about local events enabling the public to know what's going on in their area of Felixstowe. This development will provide users the opportunity to create their own groups and events on the site, as well as providing administrators with the ability to moderate and amend content as necessary. In addition, the design is required to be visually attractive and unique to Felixstowe. To deliver this we have teamed up with a creative design agency who will create designs for both desktop and mobile platforms for your review, for the following pages:

- The Events & Attractions page
- An example Event page
- Input page

We will then welcome your feedback and comments on the designs and further amends can then be made as necessary.

To confirm, this is a customised directory unique to Felixstowe. This proposal outlines the deliverables, of which the functional requirements are as per your specification, but we would also draw your attention to the non-functional requirements that we will also deliver as part of the proposed timescale and price. These are required to ensure a robust and long-term solution for you and are reflected in the timescale to deliver, and are included in the price. For completeness we list the major items of the non-functional, but very necessary, features below.

- Infrastructure | A robust, scalable, and performant infrastructure to ensure your user experience is as good as the function promises
- Professional design | To look as good as it works, and to deliver your brand as well as the function
- Secure | Not only built to be secure, but continuously updated to keep it that way
- Professionally managed | Monitored for performance, regularly backed up, updated to keep it in line with changes to the software ecosystem it is built upon
- Usability | Designed with the user in mind to deliver ease of use
- Admin | Changes will be managed and updated to the production version in a timely manner
- Adaptability | Designed and built to facilitate updates to the WordPress website as required
- Support | Long term support by our experienced development team

2   Project Start Date and Next Steps

Assuming you are happy to proceed, the next steps are to agree a start date, and to raise the initial invoice, which is required before commencement, as per the agreed terms.

3   Prices

Project Phase	Price
Project delivery	£6,800

All prices are ex-VAT, which will be added as per rates in force at the date of invoice.

Our payment terms are 50% in advance and 50% on sign off as complete, or launch, whichever is the sooner.

4   Timescales

Based on your stated requirements as of this date, two weeks of design will be required, five weeks of software development and four weeks of testing.

5   Support & Maintenance

We offer support for any issues found in the first month after launch, provided they were part of your original spec.

After that all support and maintenance will be handled on an hourly basis under the agreement pertaining at the time.

6   Project Management

6.1   Delivery

The project will be delivered using waterfall methodology in a stage-by-stage process.

6.1.1   Concept Phase

This phase is complete and delivered the initial brief and concept for the project.

6.1.2   Definition Phase

There are two key outputs of this phase.

Project document: Fully defined requirements and the technical solution to deliver the project.

Financial Terms: This document contains the financial terms for the project.

6.1.3   Implementation Phase

This phase has three stages, design, development and testing. As mentioned above, we will allow two weeks for the designs to be drawn up and iterated as required, a further five weeks for software development and an additional four weeks for both internal and external testing.

6.1.4   Handover Phase

This is the phase in which we deliver the project to you and gain formal written acceptance. At this stage the project is complete in terms of delivery of a capability that will allow benefits to be achieved, as per the scope document.

6.1.5   Operational Phase

We will support any issues found in the first month after launch, as mentioned in section 5 above.

6.1.6   Project Termination

This is the final phase where we will officially close the project and invoice any remaining monies due.

6.2   Change Control

From the very start of the implementation phase until the end of the project, changes are subject to a change control process.

Rare Earth will provide you with a change request form which should be emailed to the following people upon completion, please use a new form for each change request.

anthony@rareearthdigital.com

jez@rareearthdigital.com

Every change will be added to the change log and reviewed in detail, assessing whether the change would have any impact on time, quality, risk and cost. Following the review, RED will provide a recommendation as well as possible impacts of the change to the project.

If a change request is accepted, then the project plans will be modified accordingly, and communicated as appropriate, and implemented.

6.3   Issue Management

For arising issues, the process will be to take them to the Project Manager in the first instance for documenting and logging, resolution at that level if possible, escalating to the Steering Group for a decision or confirmation, and if not resolved at that level, escalated to both Ash and Chloe for a final decision. In the event a resolution is still not possible, the final decision will lie with Felixstowe Town Council and Rare Earth Digital will deliver accordingly but place on record any consequences they feel might arise from the decision and any required disclaimers.