Annexure – I (Scope of Work)

In this project WE (to be referred as VENDOR going forward) will be creating a two-way interactive module for THEM (to be referred as CLIENT going forward). The two-way interactive module will have one section for the open audience to fill the survey form and the second section will be for the executives of the CLIENT to analyse the data and generate meaningful insights.

Section 1: The Frontend web page

To be accessed by: Open audience

A. Opening landing page of the audience to fill the survey form

On this page a user will see:

1. Brief about the project to onboard the user on the program. Will have text and images or videos.
2. This page to have a disclaimer that the survey is to be filled within a defined period.
   - 2.1. Initially we will show a timer count of 30 minutes. However, if the user fails to fill the complete form in 30 minutes, we will gamify it by sharing a top-up icon on the page where the user is in Realtime.
   - 2.2. Every top up selection will add 10 minutes in the sleep survey form. Top-up to be shown every 1 minute before the completion of the timer.
   - 2.3. There will be consent box to check by the user to agree to start the questionnaire survey. This will be a mandatory checkbox.
   - 2.4. This page will also have a hyperlink that redirects the user to another page defining the entire terms and conditions of the program.
   - 2.5. Branding of the CLIENT to be done on both the landing page and the T&C page.

B. Questionnaire page

1. The user landing on the questionnaire page post opening landing page will see 10 different sections to be completed.
2. On clicking the start survey button, it will start the timer of 30 minutes and the 1set section with close to 6 questions will start appearing one by one. This will continue till the user completed the entire survey.
3. Timer: There will be a timer of 30 minutes that will be shown on top right-hand side of the form. There will be a top of the timer to be shown to the user when there is one-

minute left in the timer. This is provided just in case the user is interested to continue filling the form. And this will continue every time till the user submits the complete application.

4. Type of questions
   4.1. MCQs (Checkbox and Radio Button)
   4.2. There will be few questions that will have sub branch questions related to the parent question. For e.g. If the user is asked What is your gender: The radio button options to be like: Male, Female or I wish not to disclose. If the user selects Male or female then there will be follow up questions however if the user selects "I wish to not disclose" there will be no follow up question rather that user will be shown the next question from the form.
   4.3. There will be a total of 10 sections with 6 questions on average in each section.
5. On successful completion of the survey form by the user, there will be a:
   5.1. Quick review of the application form. The user before a final submission will see the questions and the answer they have opted for a final review before submission. Once they check this consent check box "Yes I wish to go for a final submission" only then the final submit button will be activated.
   5.2. Success message "Thanks for submitting the form"
   5.3. Reporting analytics that will showcase the percentage of the users who have filled the form, what kind of pattern they are into, percentile of the user who has submitted the survey.
   5.4. Hyperlink "Learn More" that will navigate the user to a YouTube page of the CLIENT where the user can see the playlist of the videos populated by the client. There will be a thumbnail image that will be showcased to the user enticing him/her to click on the learn more section.
   5.5. PDF file that will help the user download the entire form they have filled with the analytics if any.
   5.6. The user will even receive an email on the completion.

Section 2: Backend and Database

To be accessed by: CLIENT's executives only

1. User login accounts:
   1.1. There will be two kind of user accounts: One Super User Admin & Another Sub User Admin.
   1.2. There will only be 1 Super user admin however can be "N" number of sub user admin accounts.
2. New User registration:
   2.1. The registration can only be done using the official domain name email address and no other.
   2.2. The mobile number should be made mandatory to be added in the account by the user so that later on they can use that number to reset the password.
   2.3. Name
   2.4. Official ID to be made mandatory.
   2.5. Password setting option to be available. It should be a mix of Alphanumeric.
   2.6. Date of birth.
3. Existing User Login:
   3.1. The user should be able to login using their registered email and password.
   3.2. There should be an option to insert CAPCHA. Image selection CAPCHA to be preferred here.
4. Forgot password:
   4.1. The user should be able to retrieve the password using either the mobile number or email.
5. Super user admin console: Below feature list to be catered:
   5.1. Super user admin should be able to add, edit/modify or delete the sub user admin accounts.
   5.2. Once the super user admin adds a sub user admin, the sub user admin to receive an email with the activation link. Sub user admin to then go and activate the account by filling the mandatory details and setting a password.
   5.3. Super user admin to be able to filter the data basis the various sub user admins and review the performance.
   5.4. Initially there will be a Dashboard screen that will showcase various analytics. Attaching the reference Dashboard image. Infographics for the data presentation, fields and methods i.e. graphs, pie charts, etc.
6. Data summary download options and format, i.e. PDF, Excel or CSV.

Section 3: Hosting on the client's server

The final hosting of the web page and the backend panel to be done at the client's server. Please share the details you need for this.