UpTaskIt Website Project Scope

Domain: www.uptaskit.com

Overview:

UpTaskIt is a web/digital service agency that provides outsourced solutions such as web development, app development, digital marketing, branding and graphic design. The general site design has already been established (see link above) using the WordPress CMS built upon Elementor and other add on services.

Functionality:

The website should be responsive an reflect a UX design along every step of the way. The website should be user friendly and easy to navigate along multiple platforms such as mobile and desktop. The site loading speed and overall performance must be highly considered.

Site Structure

The site should feature a basic menu structure, landing page, services page, pricing page (multi-step dynamic form processing), how-to page, support page, login/signup pop-up pages with the use of dynamic forms.

Membership/Payment & Billing

The website should provide users with user account/membership management which includes automated billing, checkout pages and subscriptions (email data) management. Payments should be accepted monthly/yearly via PayPal and Credit Card for starters (Account for PayPal already available and business is registered as LLC in the US). *Payment follow a multi-step process where users add services to their checkout along the way.*

We would like the payment to be hold initially until the client approves/accepts the project (web service), if possible.

Backend Inbox for Projects

On the backend, authenticated user (customer) should be able to access an inbox when a project is created where they're able to message back and forth (including attachments) with consultants until the project is approved by the user (customer). Similar to a chat page.

Other pages: All other pages serve as information pages and require no form of functionality.
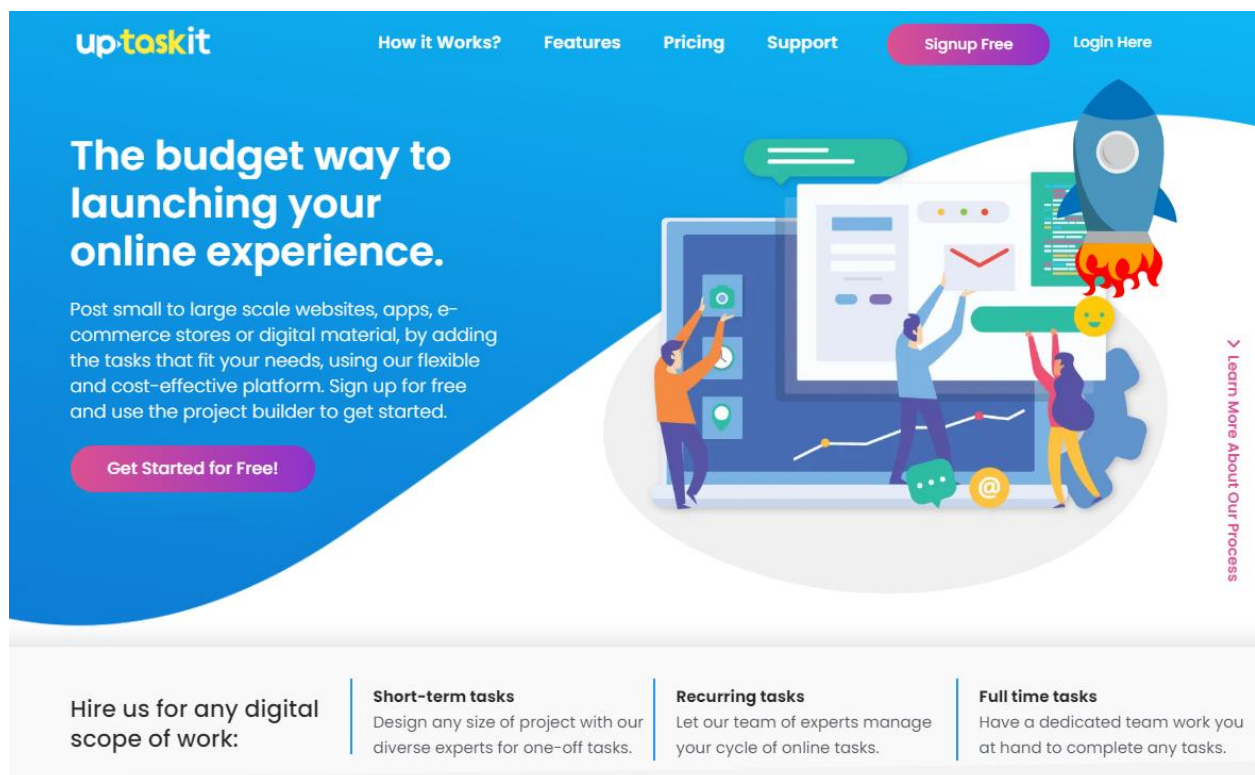
Content:

Content would be managed by UpTaskIt team.

Timeframe/Priority Level:

We would like to have the site in testing Phase by the end September 1st, 2020. With the official site launch by mid-September, 2020.
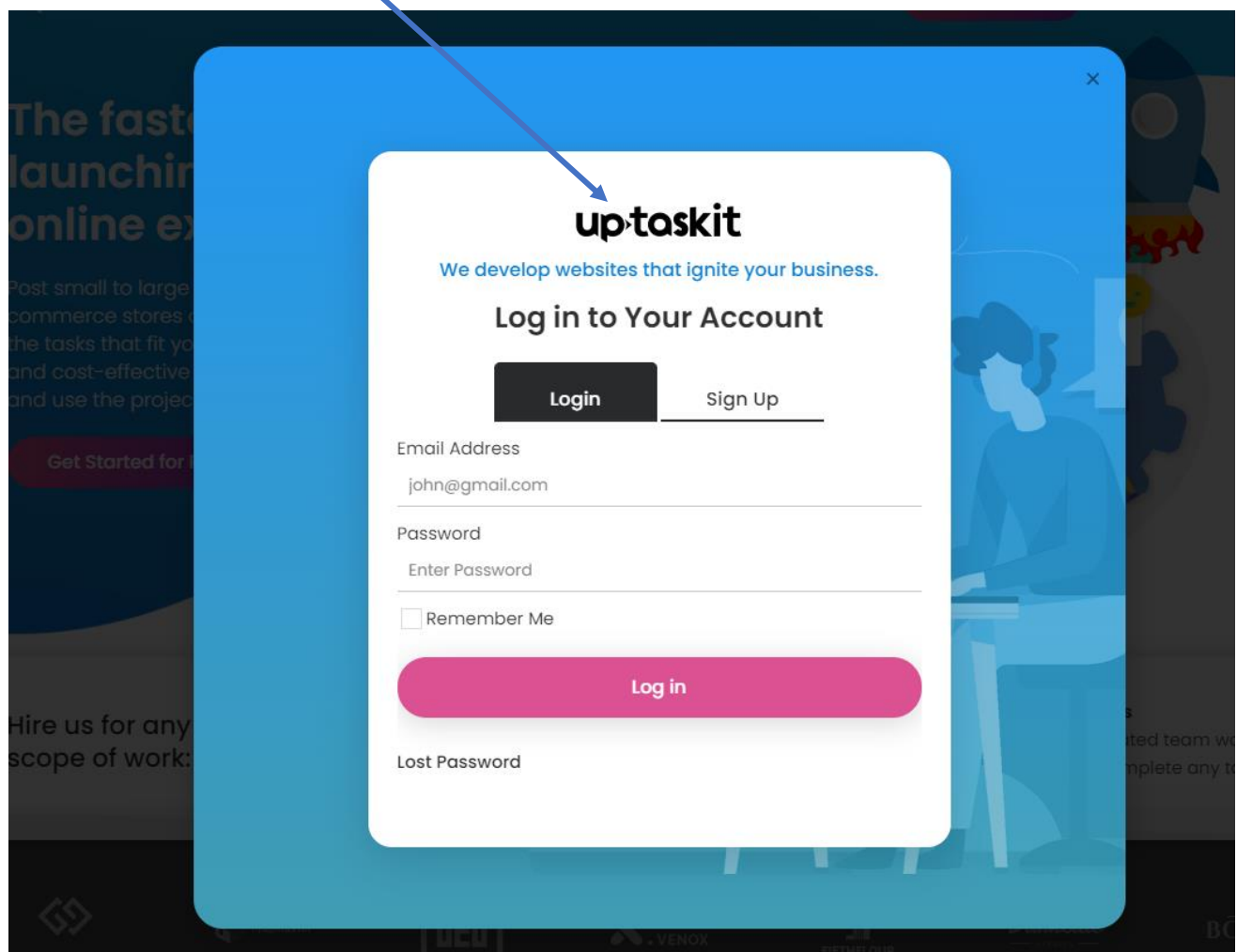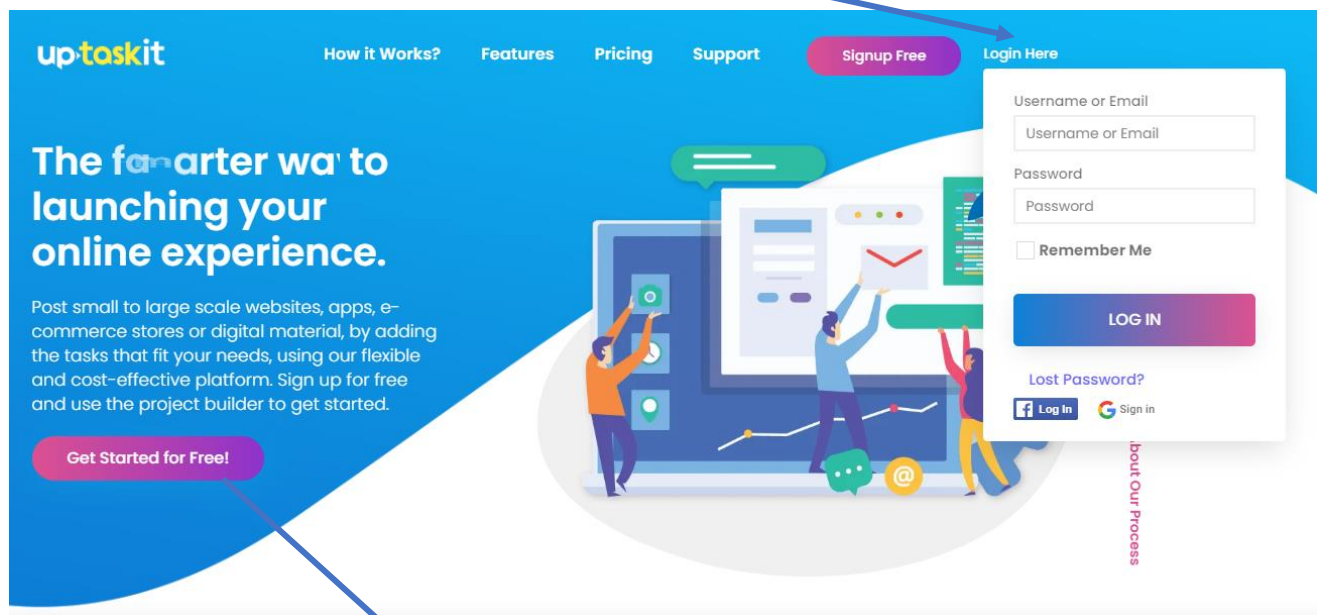
Project Details:

Basic Site Structure (Layout Design) with Menu

User Login/Registration Buttons Dynamic & Pop Up Pages:

Membership Features:

With the use of Elementor Pro integrate in payment gateways with automated billing, email marketing services.

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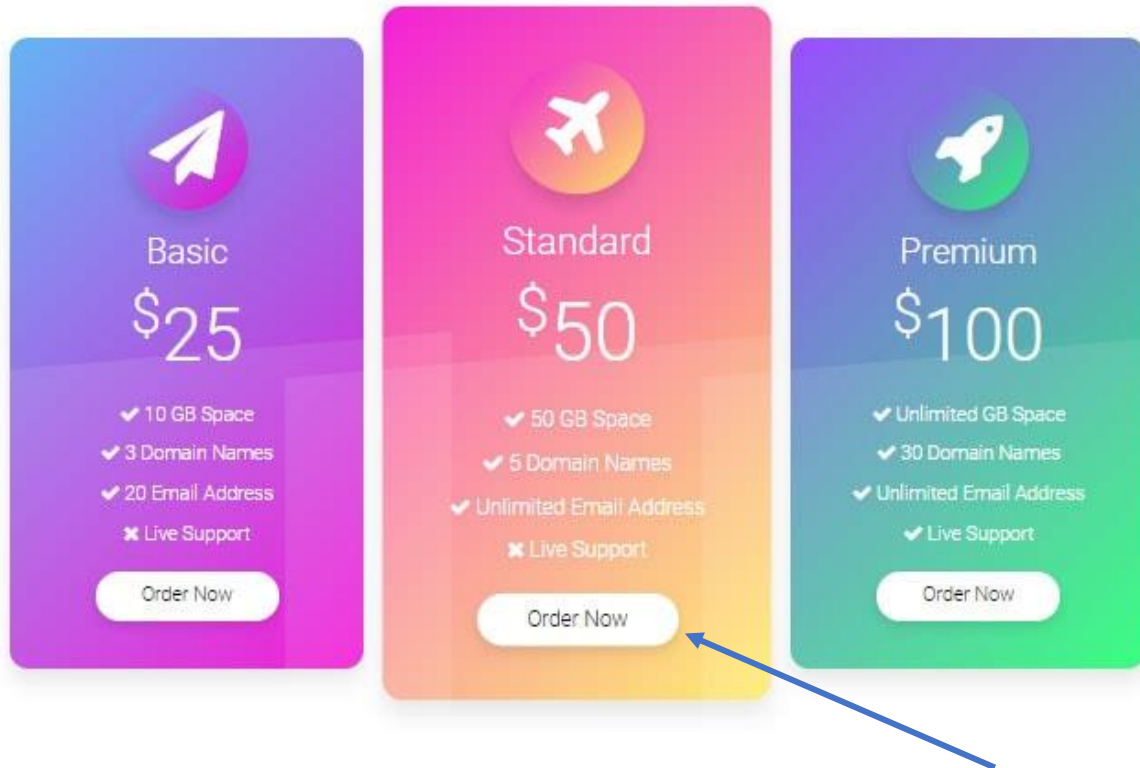
Payment/Billing Features:

Checkout Process:

Multi-Step Payment Package Checkout for WooCommerce: Our site would have **different options** such as select package (**monthly/yearly) recurring**, add maintenance, add add-ons (content management, etc.), payment options, order review, submit).

Pricing Page:

The site should have a basic pricing page where they can select a package before being redirected to The multi-step checkout process where add-ons can be added to the final price. We would like to do monthly/yearly pricing with the ability to make payments reoccuring. We would also like to have payments held until user approves project. This leads us to the next module which is the **project management/inbox window**.
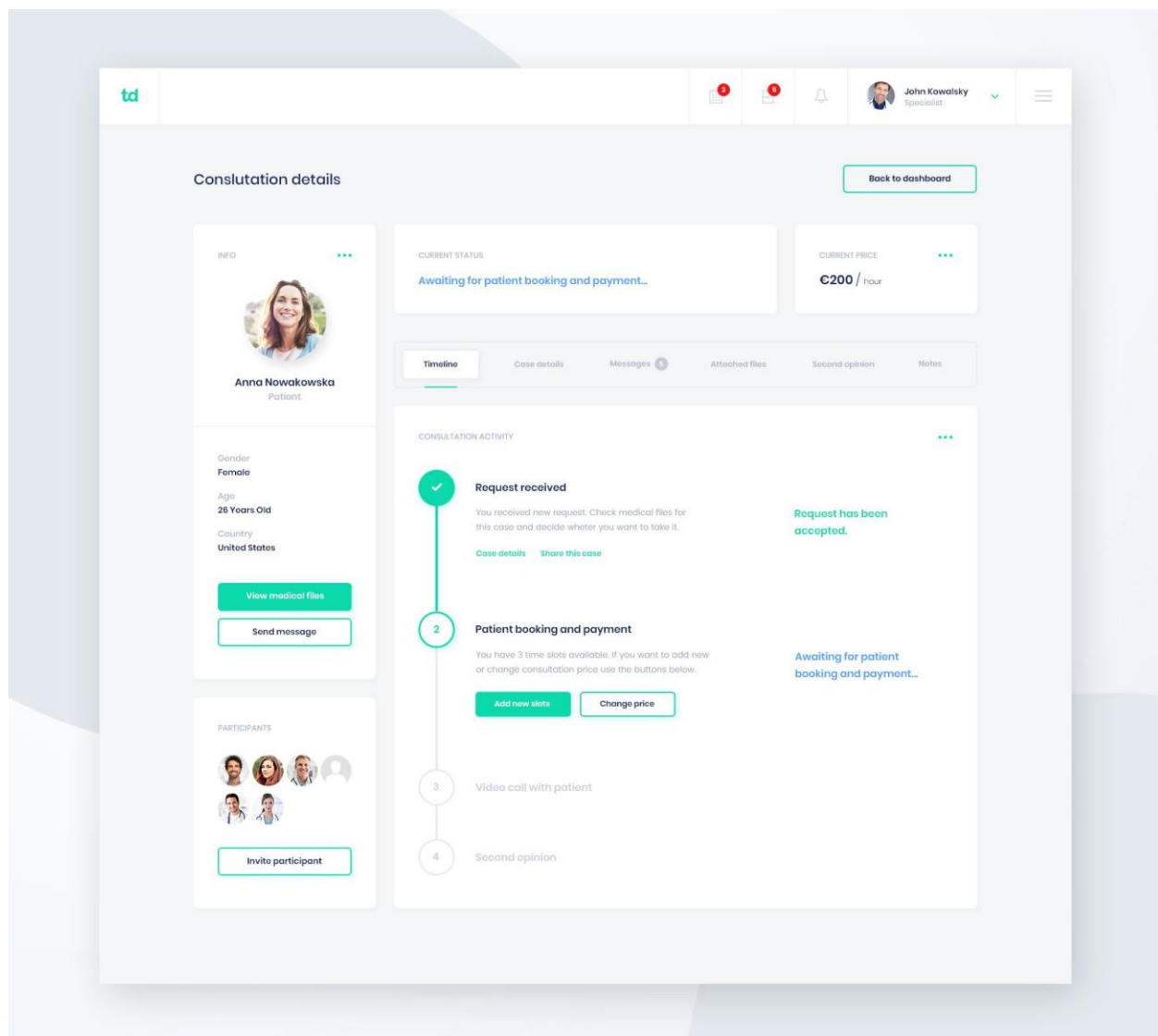

Pricing Page Example: after package is selected should **send the user straight to the multi-form checkout** payment process mentioned above.

Project Management Page with Inbox:

Registered users have the abililty to access a **inbox messaging system from the menu** where they can start a project and communicate with a Uptakit consultant until the site is ready for approval. When the side is ready the Uptaskit consultant would provide a button link, where the user clicks to **approve the site and release the held payment. The project management and inbox page should be dynamic not requiring refreshes to see updates.** This might be similar to how a live chat works but no messages are lost.

See the following page for an example.

Project Management with Inbox Page Example: User can access page to communicate, share files and approve site. *Currently users are only allowed to create a single project but we would like to be able to allow for multiple paid projects in the future.*

We would also need a backend for consultants/administrators to be able to access multiple project chats/messaging.

Other Pages:

Other menu items such as (How it works (video presentation of Uptaskit), Features, Support, FAQ, etc.) are just information pages.