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1. Introduction

Dear Sir/Madam,

I trust that this proposal reaches you in good health. As a past attendee of ABC University, I have utilized FLEX and SLATE during my tenure there. These systems are essential to a student's academic experience and have a significant impact on their interactions with the university's administration.

As a staff member of CODEit, a company that specializes in offering software solutions for academic institutions, I would like to suggest some recommendations to ABC University's management.

2. Proposed Solution

The UI of flex student portal is incompatible with modern mobile devices which results in accessibility issues of some key features such as logging out of the account on mobile devices, I would propose the following improvements to be made on the flex portal

a. UI Redesign of flex portal and slate:

With the increasing number of mobile users, its crucial for an app be responsive on both web and mobile platforms. During our research and testing phase we observed that a number of key features such as logging out, downloading the student transcript with the correct formatting were missing from FLEX and SLATE.

Making these options available on the mobile versions of flex portal will enhance the students' user experience greatly.

b. Traditional UI theme of flex portal:

The FLEX portal currently features a traditional UI theme that appears outdated by modern standards. Redesigning the portal's UI and migrating it to a Material UI theme would provide a cleaner and more modern look, bringing it in line with the technology portals of leading universities around the world.

    c. Incompatibility with dark mode:

        The FLEX portal and SLATE are not compatible with devices that have dark mode enabled, which makes it challenging to use the mobile app versions. This creates numerous accessibility issues such as unreadable text and app backgrounds that have colors that are not easy on the eyes.

3. Workflow

    a. Wireframing:

        Wireframing is an essential step in the UI design process. It involves creating a basic layout of the portal's interface, which allows designers and developers to visualize the placement of various components, such as navigation menus, search bars, and content blocks. By creating a wireframe, designers can test the usability of the portal, identifying potential areas of improvement before moving on to more detailed design work.

    b. Prototyping:

        Prototyping is an essential step in the UI design process, where designers create a functional mockup of the design to test its usability and functionality. The prototype should mimic the final design of both mobile and web versions as closely as possible and provide a realistic experience for users to interact with. The goal of prototyping is to obtain feedback from users and other stakeholders to improve the design and identify potential issues.

        Prototyping is a valuable tool for designers because it allows them to test different design options and scenarios without incurring the cost and time of developing the final product. It also enables designers to identify issues early in the design process, allowing them to address and resolve these issues before moving on to development.

        There are different types of prototypes, ranging from low-fidelity paper prototypes to high-fidelity interactive prototypes. Low-fidelity prototypes are quick and easy to create, allowing designers to test the basic layout and functionality of the design. High-fidelity prototypes are more advanced and closely resemble the final product, allowing designers to test more complex functionality and user interactions.

        By incorporating feedback from stakeholders and users during the prototyping stage, designers can ensure that the final product is optimized for the user's needs and provides a positive user experience.

c. Development

      The development stage of UI design involves turning the final design into a functional product. In the case of the Flex and Slate portals, this would involve converting the wireframes and prototypes into fully functional web applications that students and faculty can use. This process requires collaboration between the design team and the development team to ensure that the design is implemented correctly and meets the required specifications.

      The team shall use the existing stack of HTML, CSS, and PHP at the front-end and MYSQL at the backend to migrate the platform from the old UI design to the new User interface that is both mobile and web compatible.

d. Testing

The testing phase is a final step in the UI design process as it allows designers to evaluate the functionality, usability, and overall effectiveness of the web applications before releasing the product into production. In the case of the Flex and Slate portals, the testing phase would involve evaluating the applications' performance, usability, and accessibility.

Performance testing involves checking the speed and responsiveness of the web applications, including load times and server response times. This will ensure that the applications can handle the required traffic and that they are fast and responsive to user interactions.

Usability testing involves evaluating the ease of use of the applications, including the navigation, layout, and overall user experience. This testing will ensure that the applications are user-friendly and that users can accomplish their tasks efficiently and effectively.

Accessibility testing involves evaluating the applications' compliance with accessibility standards, including the Web Content Accessibility Guidelines (WCAG). This testing will ensure that the applications are accessible to users with disabilities, including those with visual impairments, hearing impairments, and mobility impairments.

By identifying and addressing any issues during the testing phase, designers can ensure that the final product is optimized for the user's needs and provides a positive user experience.

e. Implementation of dark theme

By modern standards, no platform is complete without dark theme compatibility. Implementing a dark theme on the Flex and Slate portals would involve modifying the applications' user interface (UI) to display darker colors for text, buttons, and backgrounds. This would provide an alternative color scheme that is easier on the eyes in low-light environments, reduces eye strain, and improves battery life on mobile devices with OLED displays.

To implement a dark theme, the design team would need to create a new set of UI elements and modify the existing ones to display darker colors. This would involve tweaking the contrast and brightness of the elements to ensure they are visible and legible in all lighting conditions. Additionally, the team would need to ensure that the dark theme is accessible and meets WCAG standards for contrast ratios.

The implementation of the dark theme would require collaboration between the design and development teams. The design team would need to provide the development team with the new UI elements and specifications, and the development team would need to integrate them into the application's codebase. They would also need to perform testing to ensure that the dark theme is implemented correctly and functions properly on all devices.

Implementing a dark theme on the Flex and Slate portals would provide users with an alternative color scheme that can enhance the user experience, reduce eye strain, and improve battery life. By ensuring that the dark theme is accessible, the design team can provide an inclusive and user-friendly experience for all users.

4. Fee Summary

Our proposed fees for the redesign of the Flex and Slate portals are divided into three parts as follows:

i) **<u>UI Redesign and Implementation:</u>** This component of the project includes a complete redesign of the user interface for both portals, including wireframing, prototyping, and testing. Our proposed fee for this component is $5,000.

ii) **<u>Making the UI Responsive on Both Web and Mobile Versions:</u>** This component of the project involves optimizing the UI to be responsive across all devices, including smartphones, tablets, laptops, and desktops. Our proposed fee for this component is $2,000.

iii) **<u>Implementation of Dark Theme:</u>** This component of the project involves creating and integrating a dark theme for both portals. Our proposed fee for this component is $2,000.

The total proposed fee for this project is $9,000. This fee includes all design, development, and testing activities for the complete redesign of the Flex and Slate portals, making them responsive, and implementing a dark theme. Please note that this fee may vary depending on the scope of the project and any additional requirements that may arise during the course of the project.

5. Fee Schedule

The following fee schedule outlines the proposed payment plan for the redesign of the Flex and Slate portals:

i) UI Redesign and Implementation:

30% of the total fee ($1,500) is due upon approval of the initial design proposal and commencement of the project.

30% of the total fee ($1,500) is due upon completion of the wireframing and prototyping phase.

40% of the total fee ($2,000) is due upon completion of the testing phase and final implementation of the new UI design.

ii) Making the UI Responsive on Both Web and Mobile Versions:

50% of the total fee ($1,000) is due upon commencement of this component of the project.

50% of the total fee ($1,000) is due upon completion and testing of the responsive design.

iii)   **Implementation of Dark Theme:**

20% of the total fee ($400) is due upon approval of the initial dark theme proposal and commencement of this component of the project.

80% of the total fee ($1,600) is due upon completion and testing of the dark theme implementation.

6. Terms and Conditions

- The project scope is limited to the redesign of the user interface of the Flex and Slate portals, making them responsive across all devices, and implementing a dark theme.
- Any additional features or functionalities beyond the scope of the project will be subject to a separate agreement and additional fees.
- The project timeline will be agreed upon by both parties and will be subject to change if necessary.
- Any delay caused by ABC University, including missed deadlines or incomplete feedback, may extend the project timeline.
- The proposed fee and fee schedule outlined in the proposal and fee schedule sections of this agreement are binding.
- Any delay in payment may result in a delay in the project timeline.
- ABC University will retain ownership of all content and data on the Flex and Slate portals.
- Both parties agree to keep all confidential information exchanged during the project confidential.
- This includes all trade secrets, business practices, and financial information.
- CODEit Company will provide a 60-day warranty period following the completion of the project.
- Any defects or errors discovered within this period will be repaired at no additional cost to ABC University.
- Either party may terminate this agreement at any time, subject to a 30-day written notice.
- This agreement will be governed by and construed in accordance with the laws of the state in which CODEit Company is located.