STATEMENT OF WORK (SOW)

# Branch Websites & Digital Rollout Project

Prepared for: Branch Leaders

Prepared by: Development Team

Date: July 1, 2025

Project Status: Phase 1 Complete - Core System Ready

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# 1. PROJECT OVERVIEW

To empower each branch with a modern, effective online presence, we will deliver a series of digital products, starting with a Youth Convention landing page and then rolling out official websites for each branch (Hamburg, Bremen, Paris, etc.).

Current Status: ✅ Core church management system is fully functional and tested.

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# 2. PROJECT SCOPE & DELIVERABLES

## Phase 1: Youth Convention Landing Page

✅ READY TO BUILD

Status: Core system ready, can be built immediately

Features: Event info, registration, schedule, speakers, contact, media gallery

Technology: Django-based, mobile-friendly, fast loading

Admin Features: Local content management, image uploads, event updates

## Phase 2: Hamburg Official Website

✅ READY TO BUILD

Status: Core system ready, can be built immediately

Features: Complete branch website with all modules:

* About Us (editable content + leadership photos)
* Leadership (team profiles, photos, bios)
* Ministries (youth, women's, men's, children's, music, prayer, outreach)
* Events (calendar, registration, details)
* Sermons (video/audio, transcripts, search)
* News (announcements, updates)
* Donations (multiple payment methods, secure)
* Testimonies (member stories)
* Contact (location, phone, email, maps)

Admin Dashboard: Local leaders can manage all content

Mobile Responsive: Works perfectly on all devices

## Phase 3: Bremen/Paris Branch Websites

✅ READY TO BUILD

Status: Core system ready, can be built immediately

Features: Same as Hamburg, with custom branding and content

Customization: Each branch gets unique colors, logos, content

## Ongoing Support:

Training for local admins

Technical support and updates

Content management assistance

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# 3. TIMELINE & MILESTONES

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| --- | --- | --- | --- |
| Milestone | Description | Target Date | Status |
| 1. Youth Convention Landing Page | Design, build, and launch | July 15, 2025 | 🔄 Ready to Start |
| 2. Hamburg Website | Design, build, and launch | August 1, 2025 | 🔄 Ready to Start |
| 3. Bremen Website | Design, build, and launch | August 15, 2025 | 🔄 Ready to Start |
| 4. Paris Website | Design, build, and launch | September 1, 2025 | 🔄 Ready to Start |
| 5. Training & Handover | Train local admins, documentation | September 15, 2025 | 📋 Planned |

Note: These dates are based on the core system being fully functional and tested. Each website can be built in 1-2 weeks since the foundation is already complete.

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# 9. INVESTMENT & VALUE

## Infrastructure Costs (One-time Setup):

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| --- | --- | --- | --- |
| Item | Description | Cost (USD) | Frequency |
| Domain Registration | Main domain (e.g., bethelchurch.org) | $15/year | Annual |
| SSL Certificate | Security certificate for HTTPS | $0 (Let's Encrypt) | Free |
| Server Hosting | Cloud server (DigitalOcean/AWS) | $20/month | Monthly |
| Database | PostgreSQL database | $0 (included) | Free |
| CDN/Storage | Image and video storage | $5/month | Monthly |
| Backup Service | Automated backups | $3/month | Monthly |
| Email Service | Professional email hosting | $5/month | Monthly |

**Total Monthly Infrastructure Cost: $33/month**

**Total Annual Infrastructure Cost: $396/year**

## Development Investment:

* Youth Convention Landing Page: 1 week development
* Hamburg Website: 2 weeks development
* Bremen Website: 2 weeks development
* Paris Website: 2 weeks development
* Training & Documentation: 1 week

**Total Development Time: 8 weeks**

## Value Delivered:

* Professional online presence for each branch
* Increased member engagement and communication
* Streamlined event management and registration
* Secure donation processing
* Mobile-friendly experience for all members
* Local content management (no ongoing developer costs)
* Professional email addresses for leadership
* Automated backups and security
* Fast loading times with CDN
* SEO optimization for better visibility

## Return on Investment:

* Cost per branch per year: $132 (infrastructure split)
* Value: Professional website, admin tools, donation processing
* Savings: No need for external website developers
* Efficiency: Local content management reduces ongoing costs

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**Project Status: ✅ READY TO PROCEED**

The core system is complete, tested, and fully functional. We can begin building the Youth Convention landing page immediately and roll out branch websites according to the timeline above.