

WEB SOLUTION PROJECT  
&  
MEETING NOTE AND WORK ALLOCATION

|  |  |  |  |
| --- | --- | --- | --- |
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| **Company** | KIT | **Version** | 1.0 |
| **Issued to** | A2A Town Cambodia Ltd. | **Reviewer** | Leo |

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# Introduction

This document will discuss on the web solution project overall purpose. It will list down the processes and works that are needed to be done for the project.

This document can be summarized:

* Work processes
* Work and member allocation
* Estimated time on various works and the whole project.

# Purpose

This document will list down the general purpose of the project.

* Managing the existing website.
  + 1. www.asiato.asia
  + 2. kit.vkirirom.com
  + 3. property.vkirirom.com
  + 4. www.vkirirom.com
  + 5. vkirirom.live
  + 6. www.kirirom.info
* Developing new website
  + A2A It Solution
  + A2A Singapore Headquarter
  + Leadership Website
  + vKirirom Japanese
* Creating analytic report on the website every month

# Intended Audience

* Mr. Takashi
* Mr. Keisuke
* Mr. Leo

# Business Goals/Objectives

Website Solution can allow for:

* Developing new website in a faster way and more professional way.
* Producing intelligent report
* Promoting the website.
* Developing website based on marketing purpose.

# Managing Existing Website

Web Solution project for A2A company require their existing websites to be managed.

There are 6 existing websites, that A2A company currently have:

* www.asiato.asia
* kit.vkirirom.com
* property.vkirirom.com
* [www.vkirirom.com](http://www.vkirirom.com)
* vkirirom.live
* www.kirirom.info

Asiato.asia website (www.asiato.asia)

|  |  |
| --- | --- |
| Subject | Description |
| Type of website |  |
| Basic Description |  |
| Basic requirement | * Managing the website * Updating any new requirement from client * Upgrading new feature or design if necessary |

Kit.vkirirom website (www.kit.vkirirom.com)

|  |  |
| --- | --- |
| Subject | Description |
| Type of website |  |
| Basic Description |  |
| Basic requirement | * Managing the website * Updating any new requirement from client * Upgrading new feature or design if necessary |

Property.vkirirom website (www.property.vkirirom.com)

|  |  |
| --- | --- |
| Subject | Description |
| Type of website |  |
| Basic Description |  |
| Basic requirement | * Managing the website * Updating any new requirement from client * Upgrading new feature or design if necessary |

vkirirom website (www.vkirirom.com)

|  |  |
| --- | --- |
| Subject | Description |
| Type of website |  |
| Basic Description |  |
| Basic requirement | * Managing the website * Updating any new requirement from client * Replacing the website inside the domain * Switching to another hosting service. Eg. Godaddy… * Upgrading new feature or design if necessary |

Vkirirom.live website (www.vkirirom.live)

|  |  |
| --- | --- |
| Subject | Description |
| Type of website |  |
| Basic Description |  |
| Basic requirement | * Managing the website * Updating any new requirement from client * Upgrading new feature or design if necessary |

Vkirirom.info website (www.vkirirom.info)

|  |  |
| --- | --- |
| Subject | Description |
| Type of website |  |
| Basic Description |  |
| Basic requirement | * Managing the website * Updating any new requirement from client * Upgrading new feature or design if necessary |

# Developing New Website

Web Solution project for A2A company require new website to be developed. There are 4 websites that A2A required to develop:

* A2A It Solution
* A2A Singapore Headquarter
* Leadership Website
* vKirirom Japanese

A2A IT Solution website

|  |  |
| --- | --- |
| Subject | Description |
| Type of website |  |
| Basic Description |  |
| Basic requirement | * Developing new website based on the client requirement * Client expect and require professional output |

A2A Singapore Headquarter website

|  |  |
| --- | --- |
| Subject | Description |
| Type of website |  |
| Basic Description |  |
| Basic requirement | * Developing new website based on the client requirement * Client expect and require professional output |

Leadership website

|  |  |
| --- | --- |
| Subject | Description |
| Type of website |  |
| Basic Description |  |
| Basic requirement | * Developing new website based on the client requirement * Client expect and require professional output |

vKirirom Japanese website

|  |  |
| --- | --- |
| Subject | Description |
| Type of website |  |
| Basic Description |  |
| Basic requirement | * Developing new website based on the client requirement * Client expect and require professional output |

# Analytical Report

Web Solution project for A2A company require all websites that they currently have and to-be-developed website to produce intelligent reports monthly.

Intelligent Report are brought by **Google Analytic Tool** that will be included in every website to monitor its prospect.

Intelligent Report are made to serve several purposes:

* To monitor the website prospect
* To monitor number of viewer and client
* For promoting purpose
* To create marketing strategy based on the report
* To update or modify the website if deem necessary.

# Work Allocation

In this part, the document will list down the list of the team member to work on separate work.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Vuthi | Ratana | Srey Pich | Tam | Phallin | Borran |
| * Managing Web & Google Analytic |  | | | | | |
| Asiato.asia |  |  |  |  |  |  |
| Kit.vkirirom |  |  |  |  |  |  |
| Property.vkirirom |  |  |  |  |  |  |
| Vkiriom (English) |  |  |  |  |  |  |
| vKirirom.live |  |  |  |  |  |  |
| vKirirom.info |  |  |  |  |  |  |
| * Website Development & Google Analytic |  | | | | | |
| A2A IT Solution |  |  |  |  |  |  |
| A2A Singapore Headquarter |  |  |  |  |  |  |
| Leadership |  |  |  |  |  |  |
| vKirirom (japanese) |  |  |  |  |  |  |

Note: Those who work on the Web Management will also have to set up the google analytic for that website as well.

# Time Estimation

In this part, the document will list down the list of the estimate time for each work.

|  |  |
| --- | --- |
| Overall Expectation Time | 2 months |

|  |  |
| --- | --- |
| Subject | Time Estimation |
| * Managing Web & Google Analytic |  |
| Asiato.asia |  |
| Kit.vkirirom |  |
| Property.vkirirom |  |
| Vkiriom (English) |  |
| vKirirom.live |  |
| vKirirom.info |  |
| * Website Development & Google Analytic |  |
| A2A IT Solution |  |
| A2A Singapore Headquarter |  |
| Leadership |  |
| vKirirom (japanese) |  |

# Revision Log

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Change Reference | Reviewed by |
|  |  |  |  |
| 15/01/2016 | 1.1 | * Creating sub-product and accessory for the product * Giving the access right to the User * Adding new field to the opportunities like ‘Deposit Amount’ and ‘Deposit Date’ * Adding term and condition to the form and report * Adding new field inside the template * Customized header and footer * Adding existing Field into the Report | Mr. Osama |
|  |  |  |  |
|  |  |  |  |

# Approval

This document has been approved as the official Business Requirements Document for the project.

Changes will be governed by the project’s change management process.

|  |  |  |
| --- | --- | --- |
| Prepared by | Signature | Date |
|  |  |  |
| Approved by | Signature | Date |
|  |  |  |