



## **Inreact ESI Web Application Update**

### **University of Miami Psychology Department**

5665 Ponce de Leon Blvd, #302  
Coral Gables, FL 33146

#### **Statement of Confidentiality**

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# Scope of Work

- **Overall Design – 25 hours**
  - UX Additions
  - Better contrast between colors
  - Mobile/responsive UI
- **Global – 4 hours**
  - Client-side spellchecker (not integrated with browser)
  - "Soft" delete file feature – a user can only request for a file to be deleted, not physically delete the file. Moderators/super-admins will be able to see a list of soft-deleted posts. From there, they can physically delete the posts from the database.
- **Revamped Notification System – 12 hours**
  - Fix notification bubble bug (does not go away when notifications are read)
  - For each notifiable event (for example, a new comment, coach/MT finished reviewing video/writing prompts, etc.) will give the user to notify them via e-mail and/or via the website.
  - Teachers get notified when:
    - They're tagged in a post
    - A new action plan is posted
    - Coach/MT finished reviewing video/writing prompts
    - Coach/MT reviewed teachers' responses to prompts
    - Coach/MT schedules a meeting/observation
    - Coach/MT adds a participant in a message
    - They have not completed a task
  - Coaches/MT's get notified when:
    - Teacher uploads a video
    - Teacher replies to prompts
    - Teacher review each other's videos
    - They receive a message
    - They have not completed a task
  - By default, all notifications are enabled for both mediums (email and website modification).
  - Users can not completely opt-out of e-mail notifications.
  - Notification Center
    - For all notifiable events, this is where they see the website notifications. When a user visits the website, if there are new notifications, there will be an icon on the notifications button indicating there are unread notifications.

- Once a user clicks on the nonfiction button, they will see a short list of notifications. On the bottom, there will be a “View All Notifications” link which will take them to the Notification Center. Clicking on the button will also dismiss the new notifications icon.
  - Within the Notification Center, the user can filter their notifications by:
    - Type (video center, message board, etc.)
    - Participants
    - Chronological Order
    - Date
    - Tags
- **New Pages – 5 hours**
  - Help
  - FAQ
  - Report Issue page (allows a user to report issues with camera/website)
- **User Session – 1.5 hours**
  - User will have a 5-minute “idle” period. If after 5 minutes the user hasn’t made any movement with their mouse/navigating the website, the system will log the user out.
- **Cycles – 15 hours**
  - Ability to export Cycle as Word document or PDF document
    - Every step of the progress bar/cycle will be a part of the document
    - All progress will be in the exported document
  - A coach/MT can create a new “Cycle” – which is a list of tasks/steps the sub-teachers must do. For example, one cycle can have:
    - Upload video
    - Write prompt
    - Respond to Prompts
    - Etc.
  - Some steps only require input from the coach/MT, the teacher, or the coach and the teacher.
  - Each cycle can have an unlimited number of tasks.
  - Every time a task is completed, the coach/MT will be notified (or the teacher will be notified if the coach/MT completed a task)
  - Each step is color-coded. Lighter/not colored means the task hasn’t been completed. Brighter/color indicates the task has been completed.
  - Each cycle will have a checkbox allowing the user to mark is as completed.
  - Next to each bar/cycle, there will be a label and a list of participants.
  - “Create New Cycle/Progress Bar”

- A user can create a new cycle from scratch or from already-existing cycles (pre-defined template). This allows quick creation of cycles/progress bars without having to type all the tasks/steps individually.
- Teacher View
  - Shows current/most recent progress bar at the top/as the 1<sup>st</sup> item.
- Coach View
  - Shows all current/pending cycles for teachers underneath this coach.
- Teacher & Coach View
  - "View Completed Cycles" – Will show a list of all completed cycles. If teacher view, only shows cycles they've completed. If coach view, shows all cycles completed by teachers underneath/associated with the coach.
- Progress bars/cycles can be edited after they are completed.
- (UI/Design) Steps get smaller (thinner) as more steps are added.
- Ability to tag cycles.
- Reminders – system will send notifications to user letting them know there is a week left to complete a task in a cycle, there is only a day left to complete a task in a cycle, etc.
- **New User Type – 3 hours**
  - "Moderator" – A user who has read and write access to all activity on the website. Moderator can "Flag" or "Delete" posts/comments/data.
- **Message Board – 15 hours**
  - Message board will be its own separate page with a new link in the menu bar
  - Ability to respond to a post anonymously/privately (must be approved by a Moderator)
  - Ability to attach files in a post
    - There will be a max size and only 1 image is allowed per post.
    - Images will be embedded in the post.
  - Ability to tag a post
  - Ability to tag/mention a user (using "@username check this out!" for example, the @username person will be notified they were tagged in the post).
  - When viewing the message board, you'll first see collapsed versions/snippets of the threads. To view a full conversation, they will click on the post.

- Read Receipts – When a user reads a thread/post, the system will record that activity. This can later be viewed by an Admin, Moderator, or the original thread author/creator.
- Ability to edit most recent post
- Export Conversation – Will export the entire thread in a transcript/plain-text format.
- Search functionality – Ability to filter threads/posts by:
  - Participants
  - Type of Post (Question, Comment, etc.)
  - Class Language
  - Chronological Order
  - Action Plan
  - Date
  - Coaching Cycle
  - Messages/Threads I've Been Tagged In
- **Uploading Videos – 5 hours**
  - Size/format/limitations will be displayed on the upload page letting the user know the max upload is 1GB, the file type/format must be MP4, etc.
  - When uploading a video, a user can categorize the video from a list of existing categories or they can add a new category.
  - Users cannot delete a video – they can only request a video to be deleted. Once requested, a moderator will receive a notification. Only moderators can delete videos.
- **Video Center – 6 hours**
  - Accordion view/design (the sections such as "My videos", "Shared with me", etc. will be expandable and collapsible).
  - Coach view
    - My videos (private)
    - Shared with me
      - List of videos uploaded by teachers into cycles the coach has created.
      - List of videos shared with this user by other coaches.
      - Each video will have the teacher/uploader name, the cycle number, etc. so it is easy to be oriented.
      - Sorted by most recent first.
    - Saved – videos the coach has decided to save/like
  - Teacher view
    - My videos
    - Shared with me – videos other teachers have shared with this teacher.

- Saved – videos the teacher has decided to save/like
  - Sorted by most recent first.
- **View Video page – 4 hours**
  - Remove search bar
  - Modify the supporting documents sections – currently limited to only PDF uploads. We'll modify it so it can accept a list of document types (PDF, Word, Text, etc.)
  - Replace comments functionality with new "columns" functionality
  - Annotations box (described in another section) for both coaches and teachers
- **Annotations Box – 12 hours**
  - Annotations show up for videos.
  - By default, the annotations box is hidden.
  - Users can only see their annotations – they're private/hidden from other users.
  - An annotation is when a user creates a note/comment regarding a specific time-slot in the video, for example, "@0:25 – 0:50" indicates the annotation is about the 25<sup>th</sup> second of the video until the 50<sup>th</sup> second.
  - An annotation can be created with or without a label.
  - When an annotation with a label has been created, a new column is created for that label and all annotations underneath that label.
  - When a user clicks on the annotation time link, the video will start playing at the annotation start time and end playing at the annotation end time.
- **Prompts – 10 hours**
  - Prompts and annotations work together.
  - When a user wants to begin a prompt, they will see the annotations associated with it. The user can see the exact video clip the annotation is about. The video will automatically end at the specified endpoint.
  - Coaches can "Share" a prompt (and all its annotations/observation notes/etc.). Once a prompt is shared, this prompt now becomes public and can be seen by all users when viewing the original video.
- **Resources – 13 hours**
  - Resource library will have these categories/divisions:
    - Readings
    - Links
    - Videos – Exemplar and other videos uploaded by coaches)
    - Saved
    - Shared with me
    - Learning Modules
  - Categories can have sub-categories.

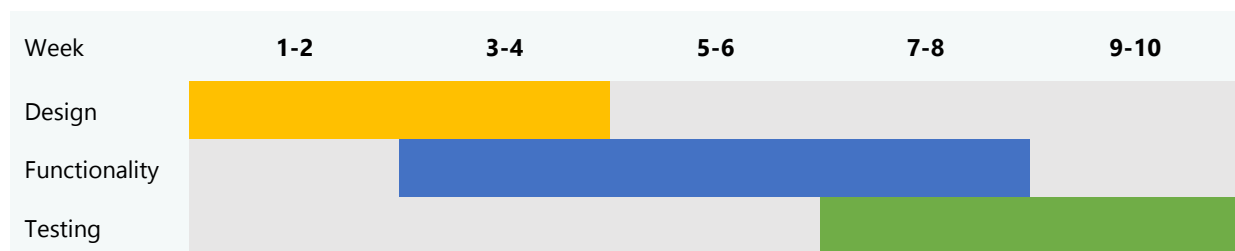
- More advanced search (by category, upload date, tags, etc.)
- When uploading a document, a user can add a description about the document.
- Ability to recommend a resource to a person (if the user has already sent this to the user, they will be notified – no duplicate sending)
- Ability to link a resource on the progress bar (such as “Read Document” or “View Image”).
- Ability to add external/3<sup>rd</sup> party links (also, all “Links” can be flagged if they stop working or someone believes the link doesn’t add value and should be removed which notified project admin)
- Ability to like specific resources. All liked resources show up for the user’s “Liked Box”.
- Ability to tag resources.
- Ability to flag a task.
- **Columns – 8 hours**
  - When an annotation isn’t converted into a prompt, it will appear within the “Columns” section.
  - Users can reply to an annotation/comment (referred to as comment moving forward)
  - Comments will be organized as a thread. There will be one-level of nesting (like Facebook comments).
  - Ability to export entire comment history as a Word document or PDF
  - Option to “pin” or “stick” a comment to the top of the comment list
  - Ability to filter comments and search comments for words/tags/date.
  - Comments can be shared.
  - Whole columns and individual columns can be shared.
- **Instructional Design/Lesson Plans – 10.8 hours**
  - Ability to upload lesson plan (such as Word doc, PDF, image) along with a title and brief description
  - Each lesson plan will have a “history” – any change done to the plan will be recorded and saved. At any point in time, the user can view the history of the lesson plan and “revert” to that point.
  - Comments box (with new comment form)
  - Admin Comments box (with new comment form if the user is admin)
  - Supporting Documents box (with ability to upload new document)
  - Teachers can “submit” a lesson plan (any number of times). Once a teacher uploads/submits a lesson plan, they can’t modify it (they will need to submit it again).

- If a coach/MT decides to edit the lesson plan, all previously submitted lesson plans by teachers will be updated with the new changes.
- Ability to add tags to a lesson. (2.8 hours)
- **Learning Modules – 5 hours**
  - Change “Zoom Link” to read “Link”.
  - Videos will be embedded into learning module page (as opposed to having to click on it, new window opening, etc.).
  - Track how much time each user spends in each learning module along with what specific learning modules they viewed.
- **Comments – 0.5 hour**
  - Ability to delete a comment (if the user is the author or moderator/admin)
- **Hosting Environment – 5 hours**
  - Will transfer application to client’s own AWS server.
- **Cloning/UP Website – 8 hours**
  - Home page/dashboard
    - Templates for progress bars will be based on coaching cycles
  - Uploading videos/tags
    - Class, TPITOS
  - Video Center – Teacher
    - Teachers will not have the ability to upload videos through the video center (only through progress bars).
  - Video Page – Teacher
    - Teachers will not see the annotations box.
  - Video Page – Sharing
    - Later on in coaching, teachers will be able to annotate their videos, as well as share their notes with their co-T.
  - Instructional Design – Templates
    - Action plan templates (fillable PDFs)
  - Instructional Design – Tags
    - Class, TPITOS



# Timeline & Budget

**Estimated Timeline:** 8-10 Work Weeks



**Budget:** Inreact Hourly Rate: **\$125/hr**

Phase	Hours	Price
Design	37	\$4,625.00

Functionality	114.8	\$14,350.00
Testing	16	\$2,000.00
Total	167.8	\$20,975.00

Any features, additions, modifications, issues outside of Inreact's direct control, or any change in Project Scope will result in an additional hourly charge, unless otherwise agreed to in writing.

## Payment Schedule

Milestone	Due	% of Budget
Deposit	Start	50%
Week 4	Week 4	20%
Week 6	Week 6	20%
Fully Tested & Complete	Upon Completion	10%

## Project Management

Project will be assigned a Project Manager that will be the central point of contact between Client and Inreact. Client will also have access to the Inreact Portal which is our online collaboration tool where you can: request changes and ask questions; upload new content, images, docs; view a request's status at any time; receive email or RSS updates; communicate with our team; view archive of all work requests and pay and view invoices.