PROJECT REPORT

Bridges Community Trust

Website Overhaul Project

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Abstract

This assignment for Practical Project Management and Professional Development requires us to redesign the ‘Bridges Community Trust’ website. Community Bridges trust is a charity that provides services and facilities for the Meadows and Clifton communities. There are several flaws on the website, for example, it is not responsive, the navbar is congested etc.

This project aims to create a modern and user-friendly website using WordPress. This will allow all the users to have a seamless browsing experience. Furthermore, the website will have a clean and attractive interface, showing all the charity’s accomplishments. The content of the website will be well-organised with a focus on providing clear and concise information.

We will be working on the responsiveness of the website, as right now the site only looks good for desktop and tablet views. We will ensure it is accessible on all devices. The social media icons will be integrated into the footer; hence users will be able to find the community bridges trust on other platforms. Overall, the website project will aim to create a much more professional and appealing presence for the charity.

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# Section 1 - Introduction

Community Bridges Trust is a small charity based in the centre of Nottingham that serves the meadows and Clifton communities to provide better local services and facilities. Many people use the Community Trust website to access their services however, the current website is very poorly designed, making it difficult to navigate. Hence, community bridge trust has given our group the task of recreating their current website.

Studies suggest it takes users 50 milliseconds to judge a website (Lindgaard, G., Fernandes, G., Dudek, C. and Brown, J., 2006). Moreover, good website design has been shown to increase user satisfaction, trust and engagement (Bouchard, M., Taylor, N., & Dhillon, G., 2018). Hence it is very important to have good a website design. This allows for more use of the website. As a result, fewer emails, phone calls etc to the community bridges trust. Furthermore, this will allow the trust to roll out information faster as more people will be using the website.

There are several factors that contribute to reliable website design. For example, consistency, functionality, colours, simplicity, optimised usability, and responsiveness. However, the main factors include responsiveness, optimised usability, and functionality. Firstly, responsiveness aims to make web pages render well on various devices and windows. This enables a user to use the website on various devices and allows the website to still be user-friendly. Secondly, usability, which describes the ease of use. Good websites must have a user-friendly design and be accessible to the people who are using them. Finally, functionality, this is what your website can do and how it works. Do the buttons that show you the correct information? Is it easy to navigate? Etc.

The community bridges trust’s website has various flaws. Firstly, it is not responsive. When viewed on a mobile device, much of the text is off the screen. When the navbar is opened the part of the option’s name is off the screen. The footer is too congested. Some pages of the site are more responsive than others. Secondly, the navbar is too congested. There are too many options on the navbar. This makes it difficult for a user to find what they are looking for. Furthermore, the social media icons are repeated in both the header and footer, this is redundant, only one part should contain these details.

## 1.1 - Aims

The main aim of this project is to create and design the new Community Bridges Trust website. This should provide all the Community Bridges Trust’s current services, however, be more user-friendly on a wide range of devices. Furthermore, we must make training materials for the Community bridges employees. These learning materials will provide information on easily updating and navigating the website.

## 1.2 – Objectives

The following list of objectives has been created and applied to the project to ensure it meets the Community Bridges Trust’s needs.

* The navigation bar needs to be simplified. As of right now it is too congested.
* The design of the website needs to be user-friendly.
* The design must be professional and attractive to the user.
* Information on the website needs to be easily findable.
* The website must be accessible. E.g., not using colours that would be difficult for blind people to see.
* The footer must be cleaned up.
* The website must be responsive. The website must be usable on mobiles and tablets.
* The donation page should be easily findable.
* All information must be up to date and correct.
* All clickable text/icons must go to the desired place.
* The website must be easily editable so the Community Bridges Trust can update it.
* Must be training documents to teach the Community Bridges trust how to navigate and use the website.

If we complete all these objectives, we will have achieved a very well-made website. This will allow users of the website to find the information they need quickly and efficiently. This will satisfy the Community Bridges Trust’s needs.

# Section 2 – Survey of Existing Solutions

## 2.1 Current Products

There are many other charity websites that we can learn from. For example, Macmillian which is a cancer support charity or Mind, which is a mental health charity. Furthermore, through consultation with the community bridges trust they have advised us to use www.perfectchoice.uk.com as a reference for good website practices. As a result, we will be looking at and taking these design features and good practises.

<https://www.perfectchoice.uk.com/>

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Features** | **Strengths** | **Weaknesses** |
| Perfect choice | - Responsive design for desktop to mobiles  - Good colour schemes  - Easily navigable  - Non-congested header and footer  - Easy to find contact information  - Easy and attractive design  - (See Appendix A and B) | -Copyright free images used throughout website  - Footer and header are clean and simple | - there is red text on a blue background. Makes it hard to read on smaller screens |

<https://www.macmillan.org.uk/>

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Features** | **Strengths** | **Weaknesses** |
| Macmillan | - Responsive design for desktop to mobiles  - Good colour schemes  - Easily navigable  - Non-congested header and footer  - Easy to find contact information  - Easy and attractive design  - (See Appendix C and D) | - Colour scheme matches the charity logo colour scheme  - Easy to find donation page  - Footer and header are clean and simple  - Search bar | -n/a |

<https://www.mind.org.uk/>

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Features** | **Strengths** | **Weaknesses** |
| Mind | - Responsive design for desktop to mobiles  - Good colour schemes  - Easily navigable  - Non-congested header and footer  - Easy to find contact information  - Easy and attractive design  - (See Appendix E and F) | - Colour scheme matches the charity logo colour scheme  - Easy to find donation page  - Footer and header are clean and simple  - Search bar | - If you scroll down the page then click menu the menu does not appear. |

## 2.2 Product Demand

Since the community bridges trust was created in and for the local community the main users of the website will be the people in the area. The community bridges trust started in the Meadows area and then expanded to support the Clifton area as well. The website will be used for these two groups however, they may decide to expand again into other areas in Nottingham. Hence, the website will need to be able to adapt to this. Furthermore, the website may encounter more traffic due to donators. Since the community bridges trust is a charity people can donate online or by mobile. As a result, the website will be experiencing more demand.

## 2.3 Company Information

The website is being created for community bridges trust. To ensure we know how the website will be used and potentially identify the types of users. I have conducted research on the charity. Residents started the community bridge trust by residents to help improve the area. Specifically, they have helped voluntary and community organisations, for example, meadow food banks. As well as this, they support families in the area. This helps to highlight the user of the website. The website will be used by residents of the area who are interested in accessing services or resources provided by the Trust. These residents may not have laptops or desktop computers; hence the website will have to be responsive. This will allow users to use the website on mobile phones and tablets. Furthermore, it is possible that the website could also be used by volunteers who want to get involved with the Trust's initiatives. Similarly, potential donors who are interested in supporting the organisation's work will be using the website. This will mean the website will need to be organised and easily navigable. The information needs to be clear and informative.

# Section 3 – New Ideas

For this project, we are simply redesigning the website. The community bridges trust already has the foundation of the website, but we will be changing a few things. This will mainly be the design for the header, footer, pages, and colour schemes etc. As well as, fixing buttons that previously did not work. Content-wise we will be using updated information from the trust itself as well as information already on the website.

## 3.1- Functional Requirements

These are the following function the website must abide by for the project to be deemed a success in the eyes of us, the group, and the client:

Functional Requirement 1 – The website should clearly show information about the charity's mission, values, and history.

Functional Requirement 2 – The website should show details about the charity's services and programs, such as food banks and family support etc.

Functional Requirement 3 – The website should display contact information for the charity.

Functional Requirement 4 – The website should display volunteer opportunities and a form for interested volunteers to sign up.

Functional Requirement 5 – The website should have an easy to find donation page that accepts various payment methods.

Functional Requirement 6 – The website should include a news and updates section to keep users informed about the charity.

By the end of the project, these requirements should all be ticked off. This will demonstrate that we have redesigned the community bridges trust’s website to a high standard. This will allow residents of Meadows and Clifton to easily traverse the website and find the information they need. Similarly, it will allow the Trust to become more productive as they may receive fewer queries, over the phone or by email, due to all the information being easy to find on the site. This can allow the Trust to easily connect with the corresponding areas.

## 3.2 – Non-Functional Requirements

We then identified the non-functional requirements:

Non-Functional Requirement 1 - The website will need to gather and store users' data securely.

Non-Functional Requirement 2 – The system will be easily maintained.

Non-Functional Requirement 3 – The system will scale to support more users.

Non-Functional Requirement 4 – The website should be easy to navigate and use.

Non-Functional Requirement 5 – The website should be compatible with many browsers.

Non-Functional Requirement 6 – The website should be accessible to all users.

## 3.2.1 – Security

The Community Bridges Trust gathers personal information given by the user. This data needs to be stored securely. To achieve this, we will work with the trust to make all input encrypted and stored. This way no personal information will be stolen.

## 3.2.2 – Maintainability

The website needs to be easily maintainable and easy to update by the staff. To do this the group must make sure the website is made efficiently and that there are training documents to go along with this. This will allow the volunteers at the Trust to update and maintain the website once it is deployed.

## 3.2.3 – Scalability

The website should be designed to be used by a variety of people at one time. Currently, the Trust is only used by two areas, Meadow, and Clifton, however, if this was to change the website should be able to handle the increase in traffic. For example, if Community bridges trust expanded to Lenton and Wollaton East.

## 3.2.4 – Usability

The website should be simple to navigate and use. This should allow a wide range of people to use it. Even if perhaps, they speak very little English. This will include choosing sensible colour schemes, fonts and formatting text in an understandable way.

## 3.2.5 – Compatibility

The website must be compatible with all browsers and devices. This will allow users to view the website far more easily. Furthermore, users who do not have desktops will be able to easily access the information needed.

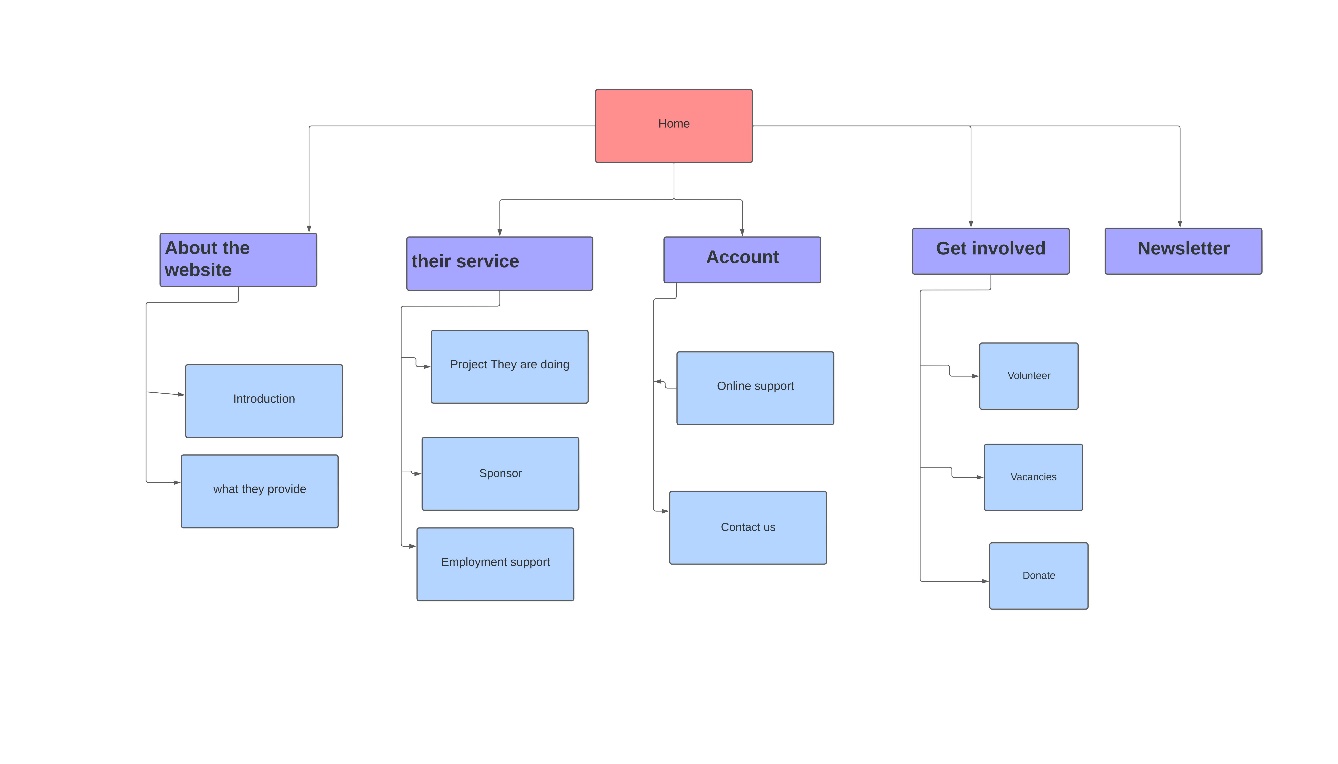
## 3.2.6 – Accessibility

The website must be accessible to all. There are many people in Meadows and Clifton who have disabilities. Making the website accessible will allow them to use the website more easily. Ways we can do this is by, having alt text, easy-to-use navigation, and captions for videos.

If we manage to tick off all these requirements during development, the project will be a big success. This is because it would allow the Community Bridges Trust to connect with the residents of Meadows and Clifton regardless of who they are. Furthermore, it will be safer and more secure to use the website and if the trust ever decides to expand, the website will still be usable.

# Section 4 – Design & Development

## 4.1 – Site Map



## 4.2 - Wireframes

The website wireframe displays an individual structure, with the homepage at the top and other sections like "About Us," "Products," "Services," "News," and "Contact Us" under there. These main parts are each followed by several linked subpages. The website wireframe displays contain a footer, Video and Map image.

Graphical user interface, application

Description automatically generated

# Section 5 - Professional, social, ethical, and legal considerations

Throughout this web project, there are various factors concerning social, legal, ethical, and professional matters.

The Bridges Community Trust offers a voice in the stead of the people of the Meadows in Nottinghamshire, that brings to light the socio-economic issues of the area, and how the area can face such issues related to race, wealth and social status. Because a high percentage of the Meadows residents are from an ethnic background, the platform must strive to allow equal access for people of all backgrounds so it can be quickly and easily accessed by these people. As shown in the BCS Code of Conduct, it states that “You take personal and collective responsibility for your actions while maintaining discretion and ethical standards”, this shows that as we work on this project all these standards must be kept in mind, especially for the user-base.

## 5.1 - Professional

We have identified 3 professional issues that may arise when working on this project. Firstly, creating a fast website that are accessible to a wide range of people. This should be created with a high standard, this a phone-first responsive design. In Douglas F’s (2021) survey, 96.1% of respondents had a mobile phone, this highlights the importance of a phone-first design. Secondly, having the ability to stay as a cohesive team, that puts the wants of the client and the user-base first. Lastly, we must acknowledge the wide user-base of the website.

To combat this, we will create a fast website that is accessible to a wide range of people and designed with a phone-first, responsive design approach. We can start by optimizing images, reducing the number of HTTP requests etc. This will allow all users to easily use the website. We will follow the (WCAG) web content accessibility guidelines. This will allow us to ensure people with disabilities are able to use it easily. Additionally, we will stay as a cohesive team by having weekly meetings, communicating with the client, and having website reviews within the group. This will also allow us to put the wants of the client first. Finally, we will use simple language so all users will be able to understand the information.

## 5.2 - Social

For social issues that we will consider for the project, we have identified five issues to consider. Firstly, ethnic discrimination. This is because most of the user base will be of an ethnic minority. Secondly, low income as the primary focus of the information on the website is targeted at low-income individuals. Next is unemployment, as many unemployed people may be using the website. After this is a language barrier. Finally, highlight local amenities.

To combat this, we will ensure that the website is designed to be inclusive and accessible to people from diverse backgrounds. This will include reconstructing content on the site, adding alt text etc. Furthermore, to address low income and unemployment, we will design the website with a mobile-first approach, as users may not have access to desktop computers. The website will be designed to be lightweight and load quickly on slow internet connections so users can access it with ease. To combat the language barrier, we will make the text as simple as possible. This will allow users to understand easier, as well as this, adding pictures and videos will also help. Creating a translation tool will be beneficial but in the time a lot for the project it is not feasible. Finally, we will highlight local amenities in the area, so locals know exactly where they are. This may be done by adding the address or a map feature.

## 5.3 - Ethical

The 2 ethical issues we will consider are data consent and information accuracy. Consent must be granted for information to be used; this is because it is centred around people’s lives hence it is sensitive. Secondly, we must make sure that information about people or the area is as accurate as possible. This will stop the spread of misinformation.

To combat this, we will add a tick box or button with clear labelling when some sort of data collecting is happening. This will be accompanied by a terms and conditions document. As a result, we will be as transparent as possible with the user. Furthermore, we will make sure the information on the site is as accurate as possible by working with the trust to consolidate this information. We will also create training videos to teach the volunteer at the trust how to make changes to the website.

## 5.4 - Legal

There are 3 main laws we will be using while creating this website. Firstly, is the copyright legislation, next is the disability discrimination act and finally is the data protection act.

The copyright legislation requires any media on the website to be either free, original, or licensed to use. As a result of this, we cannot use just any images or video found on google. Hence, will be using copyright-free media on the website. When the project is deployed the community bridges trust then can then use its own original photos and videos on the website. The UK government (2020) states in 2020 the overall level of copyright infringement was at 23%. So, for now, we have been instructed to use copyright-free media.

The Disability Discrimination Act 1995 requires that websites are accessible to people with disabilities. This is important as the website may host and extend views of disabled residents of the Meadows and Clifton. As a result of this, we will be creating features that cater to people with disabilities. For example, alt text for images, captions for videos etc. There are dangers that some people will be excluded because they cannot use standard methods of access (Brophy, P. and Craven, J., 2007). By, designing this website with the guidance of the disability discrimination act we can remove these dangers from the website.

The quantity of personal data processed each year continues to increase exponentially (Lynskey, O., 2015). As a result, the data protection act was made to reduce data misuse. The Data Protection Act requires that personal data is protected and private. We will abide by this by designing the website to be secure. As well as working with the community bridges trust to find the most optimal solution. This will allow for all data collected to be safe and used for its intended purpose.

# Section 6 – Evaluation

We will be evaluating the website once it is finished. The evaluation will include general testing and testing against the objectives and requirements we made earlier in the project. The general testing has been split into 3 parts: website functionality, usability, and user experience.

## 6.1 – Testing

When testing we will be going through the website making sure all components function as they should. Through this, we can find out if there are any unexpected bugs or if any functionality is not responsive.

## 6.1.1 – Website functionality test

For the website functionality test web decided work test the individual features and buttons on the website. The functionality tests mainly focused on features like if the buttons went to the links they were supposed to go to, if the search feature worked and if the Trusts members could add job posts etc. Firstly, we went through the header. In the header, all the buttons went where they were supposed to go. This includes the social media icons for the Trust which go to their respective pages. Furthermore, the Community Bridges Trust logo goes to the home page which is as expected. Similarly, the footer works as expected. All the social media icons go to their respective pages and the form gets set to the Community Bridges Trust email address. On the pages of the website, most of the buttons worked, going to pages or downloading forms etc. However, some buttons did not work during testing. For example, the social media of team members did not go to their social media. As well as this on the homepage the learn more icon and icons showing the Trust’s services did not go to any valid pages. Furthermore, the apply buttons on the jobs section are dummies now. As a result, they failed their tests. Overall, most of the functionality was fulfilled.

For the website functionality test web decided work test the individual features and buttons on the website. The functionality tests mainly focused on features like if the buttons went to the links they were supposed to go to, if the search feature worked and if the Trusts members could add job posts etc. Firstly, we went through the header. In the header, all the buttons went where they were supposed to go. This includes the social media icons for the Trust which go to their respective pages. Furthermore, the Community Bridges Trust logo goes to the home page which is as expected. Similarly, the footer works as expected. All the social media icons go to their respective pages and the form gets set to the Community Bridges Trust email address. On the pages of the website, most of the buttons worked, going to pages or downloading forms etc. However, some buttons did not work during testing. For example, the social media of team members did not go to their social media. As well as this on the homepage the learn more icon and icons showing the Trust’s services did not go to any valid pages. As a result, they failed their tests. Overall, most of the functionality was fulfilled.

## 6.2 – Usability Test

In the usability tests, we had the target audience use the website and then do a questionnaire (see Appendix G). The target audience is anyone in the Clifton and Meadow area who has or will use the Community Bridges Trust’s services. Through this questionnaire, we were able to get an insight into how to improve the website after employment as well as overall how good the website is. From this, we were able to learn the website was easy to navigate which is something we emphasised while in development. Most of the respondents said the information was clear and easy to read on the website. A feature most respondents thought was missing was the ability to apply for jobs on the jobs page and the ability to go to the Trust’s team’s social media. Which in future we plan to implement.

Overall, the expectations of most respondents were met with an average score of 8/10. This highlights that the project was a success overall.

## 6.3 - User Experience Testing

The user experience test involved getting some volunteers to use the new website and original website and submit general feedback on the website. Through this test, we have learned that the website has improved in readability. The volunteers highlighted the information was very clear, straight forward and visible on the screen. The volunteers highlighted the information was very clear, straight forward, and visible on the screen. Furthermore, they highlighted the navbar being majorly improved. Stating they were able to navigate the new website much faster than the original website. Finally, the last big improvement they stated was they were able to find the donation page much faster. A volunteer stated that on the original website, the donation page was difficult to find which is not good for a non-profit organisation. However, on the new website it is much easier to find and as a result easier to donate.

The consensus was that the new website was a major improvement from the original website.

The overall consensus was that the new website was a major improvement from the original website.

## 6.4 – Testing against original requirements and objects

The final stage of testing involves testing against the documents and requirements. We set these requirements at the start of the project as our definition of a successful project. This will ensure the website does what we expect it to do.

## 6.4.1- Requirements

Here is the list of our requirements and how we met these said requirements by the end of the project.

## 6.4.1.1 - Functional

Functional Requirement 1 – The website should clearly show information about the charity's mission, values, and history.

The website home page shows all the information about the trust. Moreover, there are links to other pages which provide more information if the user desires. Finally, in the footer contains the social media links.

Functional Requirement 2 – The website should show details about the charity's services and programs, such as food banks and family support etc.

The events category shows all the current events that the Trust have going on. They can then click on the event to see more about the event.

Functional Requirement 3 – The website should display contact information for the charity.

The footer contains the contact information about the Trust. Furthermore, there is a form in the footer so users can easily send queries to the trust.

Functional Requirement 4 – The website should display volunteer opportunities and a form for interested volunteers to sign up.

In the get involved section of the website users can click apply, which downloads a form. This form can then be filled out and sent to the Community Bridges Trust email.

Functional Requirement 5 – The website should have an easy to find donation page that accepts various payment methods.

The donation page is easily findable under the get involved section. This uses the amazon smile page and PayPal which accepts various payment methods for donations. Furthermore, this is safe and secure for the user’s details.

Functional Requirement 6 – The website should include a news and updates section to keep users informed about the charity.

There is a news section of the website to keep users informed about the Trust.

## 6.4.1.2 - Non-Functional

Non-Functional Requirement 1 - The website will need to gather and store users' data securely.

The only place where users enter sensitive information directly on the website is the amazon smile and PayPal donation pages. These are two secure places to enter sensitive information.

Non-Functional Requirement 2 – The system will be easily maintained.

The website Is World Wide Web Consortium (W3C) complaint. Which shows that we used good practices to create the website. Hence showing that the website will be easily maintained.

Non-Functional Requirement 3 – The system will scale to support more users.

By using WordPress, we have enabled the website to be more scalable. This means if there is a jump in traffic for the website it will not crash.

Non-Functional Requirement 4 – The website should be easy to navigate and use.

The website was made with simplicity in mind. This allows it to be both easy to navigate and use. This allows all types of users to easily use the website.

Non-Functional Requirement 5 – The website should be compatible with many browsers.

The website was made with WordPress which can be used on multiple browser types.

Non-Functional Requirement 6 – The website should be accessible to all users.

The website has an appropriate colour scheme to make sure the website is accessible to all. Furthermore, we have made sure there are no spelling errors, good size text and we have added alt text to all pictures and videos for screen readers.

## 6.4.2 – Objectives

Here is the list of objectives made at the start of the project and how we met these said objectives on the website.

* The navigation bar needs to be simplified. As of right now it is too congested.

We simplified the navigation bar to 6 categories. This meant that the navigation bar was much less congested. Each category has a dropdown menu that shows all the subcategories. This allows the user to easily find what they are looking for.

* The design of the website needs to be user-friendly.

We designed a user-friendly website by remaking the navigation bar because of the reasons above. We programmed all buttons to go to their desired location. As well as this all buttons have an effect when hovered over. Furthermore, the website is simplified, and all sections have bold titles and visible text. These are just some of the ways we created a more user-friendly website.

* The design must be professional and attractive to the user.

We designed a professional and attractive website by remaking the navigation bar because of the reasons above. Furthermore, condensing the amount of information on a page, so the page is clearer. We used a colour scheme that allows text to easily be seen. Finally, we cleared up the footer and provided a carousel design for the sponsors.

* Information on the website needs to be easily findable.

We created the website in a simplified way, and as a result, the information is very easily findable. Furthermore, pages have been shortened to remove any unnecessary or redundant information.

* The website must be accessible. E.g., not using colours that would be difficult for blind people to see.

We used an appropriate colour scheme to make sure the website is accessible for all. Furthermore, we have made sure there are no spelling errors and we have added alt text to all pictures and videos.

* The footer must be cleaned up.

The footer now contains a communication section where you can send a query to the trust. A little bit of information about the trust e.g., charity number. Finally, it contains all the sponsors, however, we have displayed it in a carousel, this makes it more organised.

* The website must be responsive. The website must be usable on mobiles and tablets.

The website is now responsive. When viewed on a phone or a tablet all text will be clear and fit to the screen. Furthermore, we have introduced a hamburger menu. When clicked on, it reveals all the categories in an organised matter.

* The donation page should be easily findable.

The donation page is now easily accessible under the get involved section of the navigation bar. Allowing users to easily donate.

* All information must be up to date and correct.

We have worked closely with the trust to ensure all the information is up to date.

* All clickable text/icons must go to the desired place.

All the icons go to the desired pages where users can find all the information.

* The website must be easily editable so the Community Bridges Trust can update it.

Since the website is made with WordPress, it should be easily editable.

* Must be training documents to teach the Community Bridges trust how to navigate and use the website.

We were not able to create training documents at the current time. However, in the future, we will provide training documents for the staff at the Trust.

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# Section 7 – Discussion / Conclusion

For this project, I believe that it was an overall success, whether that’s for the development of the website or how we worked as a team, it was generally conducted very professionally, and I am happy with the finished product. The project was conducted well from us meeting in the first place at the start of January 2023 and until the end of the project being April 2023, everything was conducted very smoothly and everyone within the team knew what they were capable of.

As a team, we started creating meeting notes after every meeting to help reflect on the time we had just spent. This was done from the first week to help decide the project we wanted to create, by choosing from one of the several different scenarios available to us. It was agreed that most of us decided to choose this scenario and it offers the best practice for website development implementation skills. Fortunately, the ‘software developers’ who decided to work in this group were very skilled at creating this website and discussing the scenario between the three of them.

With the website we created, there is a lot of achievements that we managed to accomplish, now that it has been completed. The websites’ webpages can be translated into another language. We can convert the website into French, but in the future, there is plans to add more languages to this list, including more common languages such as Spanish or German. Another achievement that we managed to accomplish is fix the current issues with the website with the media responsiveness. Before our website, the current solution was not viewed appropriately on mobile phones or smaller screen sizes, but this has now been completed optimised so the website will automatically configure to the screen size for the user to view. One final main objective which the team managed to achieve was the fix for every social media icon to work on a website. This is vital to work, due to the charity needed to spread awareness and if their links to their external social media are not fully operational, they are missing the chance to raise awareness of their purpose which could hinder future opportunities for partnerships.

Even though the website was a success, there is still room for improvement to further increase the quality of the website. From receiving client feedback, we have a website that only features black and white colours, so a suggestion was to implement different colours. According to our client, by providing different colours, it helps match the colour scheme and the house style to the logo. One other improvement the client wanted to make is on the navigation bar for the mobile viewers, some of the important elements require the user to use the drop down on less important pages, so this needs to be reorganised. They were referring that the ‘Contact Us’ page should be put onto that navigation bar so others can find the important pages easier. If we were to continue to work on this website, we would like to fully implement a training pack for people whose job will be to maintain the Bridges Community Trust website. The training pack would be instructions on how to use WordPress which is the software that has been nominated to create this website. As well as being able to create the website, they should be able to learn how to handle any errors that would come with utilising WordPress. If the pack was in a form of a .pdf or a .docx format, it could be navigated through so trainees can quickly look up certain areas they need help at, rather than reading through the whole document.

If the website was to be rolled out, there are a few legal and ethical considerations which should be regarded to ensure that the website does not fall into any altercations or potential fines against them in the future. The main legal consideration is regarding any work that falls within the Copyright, Designs and Patents Act of 1998, which states that any work that is involved on the world wide web must ensure that any work is either rightfully the owners or if any work has been used from another author, permission has been granted. On our version of the website, the images that have been implemented meet this act as the images have either been previously used on the prior website and additional images have been found under what is known as ‘stock’ images, which mean that they are ‘copyright-free’ images, so anybody can use them. It is basically a way of saying that the author has given out these images for free and anybody can do what they want with them. Going forward, if the Bridges Community Trust team understand the penalties by utilising work that is not theirs without permission, then they will not have to face any charges or fines related to this practice. There are a lot of moral and ethical considerations that have already been highlighted within Section 5 of this report which the Trust already follow, we just decided to highlight these to them to ensure that they keep on working on those to avoid any penalties in the future. Such penalties and consequences include the likes of huge financial fines and for a charity who may not get a lot of money, this can be tough for them.

# Section 8 – References

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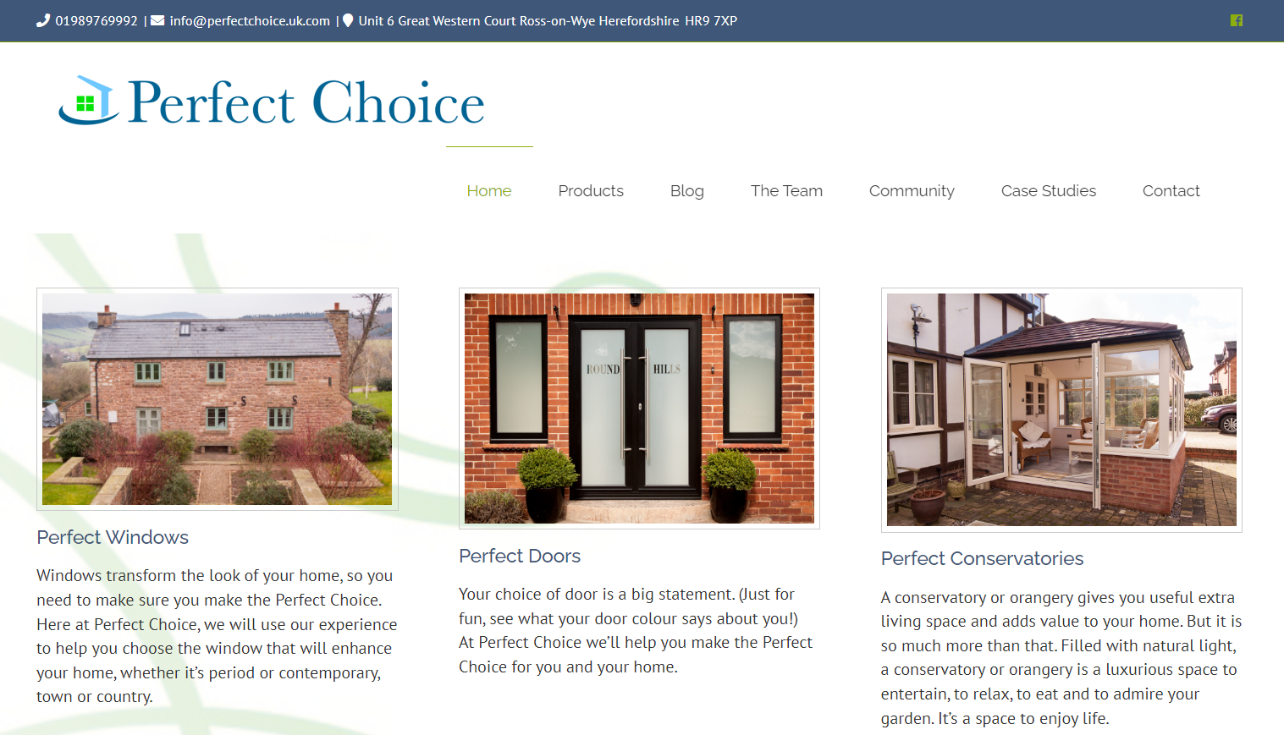
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# Section 9 – Appendices

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**Appendix A – Perfect choice website**



Graphical user interface, text, application

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**Appendix B - MacMillan website**

Graphical user interface, text, application, chat or text message

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**Appendix C – ‘Mind’ website**

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**Appendix D- Usability Questionnaire**

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**Appendix E – Meeting Minutes**

**Meeting 1**

**Bridges Community Trust is our project**

Questions to ask:

1. So to start, what software was used to create the website in the first instance?
2. Which software do you use to host the website?
3. Do you utilise any databases?
4. Could you please explain your meaning of '365'?
5. Do you currently occur any costs for this project?
6. Are there any forms of accessibility you feel must be considered, my group and I have a few thoughts about accessibility already but I would prefer any clarity if possible please?
7. (Potential) Wix website? -How would you feel about this?
8. How do you want this website to be maintained in the future- I believe you have mentioned a form of training, what suggestions would you believe would be helpful?
9. What kind of training for future developers do you feel would be beneficial from them to learn from?

**Meeting 2**

|  |  |
| --- | --- |
| **Name** | **Task(s) to complete** |
| Farzia | Risk Assessment |
| Alex | Professional Social Ethical Legal Considerations |
| Jared | Project Management |
| Hamza | Project Requirements – Functional & Non Functional |
| Shreyu | Project Aims & Objectives |
| Ben | Introduction, Team members and Responsibilities |
| Dammy | Sources of info and resources required |
| Emmanuel | Project Plan |

**Project Roles**

Project Leader x1

Software Developer x3

Software Architect x2

Project Administrator x2

|  |  |  |
| --- | --- | --- |
| Name | **Role** | **(Backup Role)** |
| Ben | **Project Leader** | Project Administrator |
| Jared | **Project Administrator** | Software Architect |
| Emmanuel | **Project Administrator** | Software Developer |
| Farzia | **Software Architect** | Software Developer |
| Hamza | **Software Architect** | Software Developer |
| Shreyu | **Software Developer** | Software Architect |
| Alex | **Software Developer** | Project Leader |
| Dammy | **Software Developer** | Project Administrator |

**Meeting 3**

**Who attended the meeting?**

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****

**Shreyu & Emmanuel** did not attend the meeting, Ben to catch Shreyu up with a 1-1 chat. Emmanuel's attendance has been informed to Zoheir, nothing else Ben can do at this stage.

**Review of last meeting w/ Zoheir Ezziane**

Zoheir checked the Project Document to ensure everything is ok, he gave the green light for us to begin production of the project.

Ben informed every one of their roles and what is expected of them. Review Meeting 2 of everyone's roles that has been assigned to them. Everyone knows their role and backup role and all has been agreed from last meeting.

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**Review of the role that they have been assigned and what they are expected to produce.**   
  
(Ben) ‘**Project Leader’**. I am responsible for the overall structure of this project, so need to ensure that everyone knows their role and responsibility for this website. One of my main responsibilities require regular check-ups with the team to ensure we are on target for the submission date and to check all the team is okay with their current and upcoming tasks.

(Jared & Emmanuel) **‘Project Administrator’.** This role will act as a line of communication between our team and the representatives at Bridges Community Trust.  My additional duties involve setting up meetings with the team and taking the minutes from the meetings to have notes we can take forward to future meetings.  I am also responsible for liaising with the rest of the team to ensure that they understand the objectives set out by the Project Leader.

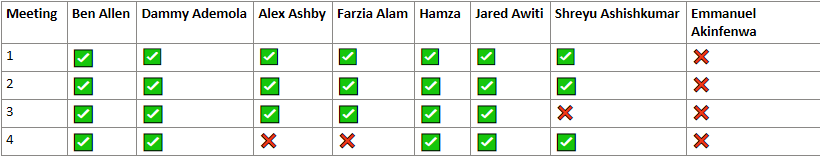
(Farzia & Hamza) ‘**Software Architect’**. I am responsible for the design of the project which includes documents such as wireframes, site maps, mood boards etc…

(Shreyu & Alex & Dammy) **‘Software Developer’.** I will create the website whilst adhering to the design plans made by the Software Architects. I am expected to update the Project Leader with my current progress and to contact them if I need any further assistance or information.

**Software Developers** began to setup the repository and any other resources needed for the project. Software Developers planned to ensure that they would need to talk with the Software Architects to ensure that the plans and design are realistic for the software developers to create and then are adhered to. **Software Architects** to start talking to the Developers about potential plans for the website. Ben told them to remember what documents we would need, wireframes, mood board, site map documents etc..**Project Administrator & Project Leader** to begin work on the report. Jared is going to work on the introduction. No due date has been set.

**Meeting 4**

**Who attended the meeting?**

****

**What have we identified to change with this website?**

Navigation bar - Not all on one line and the drop down overlaps other pages.

Hard to read text on the banner image

Social media icons- a) can be moved, b) some of those links do not work.

Responsiveness doesn’t exist.

Footer is a mess - Move the contact info such as icons for social media to the footer.

Colour scheme, why do we have yellow on there.

Jobs In Nottingham, big pages without content. Needs to be simplified.

Does the form even work?

**What are we going to this week?**

Ensure that all of the resources are all setup.

**Roles**

@Software Developers - WordPress has been nominated as the software to use. Other resources/software to be used down the line can be named later. They are to start development as of now. Communicate with each other to make sure that you decide on who designs what page is vital.

@Software Architects. - We all worked on the list of what's wrong with the website. Hamza to start the diagrams required.

@Project Administrators - Jared to send me the document thus far (report).

**What do we need to tell Zoheir?**

Attendance Report - Nothing has changed, still regular content from the seven people.

Project Leader (Ben) needs to organise a more fixed time for a meeting each week to try and accommodate for as many people as possible.

The diagrams have begun production, starting with the wireframes, but not enough to show yet as it is very basic. The Gantt Chart has been corrected, instead of doing use case diagrams which are inapplicable, we are doing wireframes, site map and mood board.

Not been a big week for production as all the resources have been setup, we anticipate this will not be a big project. Other modules have been of major notice as coming up are the deadlines for modules such as Software Engineering for some students.

**Meeting 5**

Goals for Monday 6th March

**Reminder from Last Meeting- What is required by our self-set deadline?**

Software Developer Complete the home page with the amendments we discussed in Meeting 4, mainly for the navigation bar. See minutes if you need help with what was previously discussed.

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**Software Architect**- Complete the necessary 'prototype' with the wireframes, please speak to @Software Developer to ensure the designs match with the website you want them to create.

**Project Administrator** - Please join the meeting tomorrow and I'll try and make up a plan for us. May just be more of the report, but I'll try and finalise a plan.

**Software Developers** are communicating well with the repository and are looking likely towards the deadline. They are to adhere to the created wireframes which are below. They have all agreed to stick to the wireframes, created by the Software Architects role.

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What has been done?  
  
@Software Developers - To showcase what they have or to send me pictures.   
@Software Architects, some diagrams have been completed.

**Diagram

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**Graphical user interface, application

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Hamza still to complete their diagrams, should be completed by Monday.

**Meeting 6**

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**PPM Midpoint Meeting happened.**

* Good feedback was provided and an idea was suggested on how to get around the permission problem the group has been having (@Software Developers)
* Idea has been suggested by Dammy Ademola (DA). To help make progress whilst we have the uncertainty of the permissions issue still persisting, @Software Developers to listen to each other and listen to Dammy's idea.
* Project Administrator to carry on report for now, no new updates but progress is and still should be continued.
* Diagrams have now been fully completed, bar one. (@Software Architects) - Mood board to be completed as soon as the website has neared its full completion to help provide an accurate representation for the project.

Plan for the next week ahead:

More progress on everything, no distinct targets in all honesty.

4/8 attended meeting, see image above.

**Meeting 7**

**Table

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Talk to Bridges Community Trust with a home page created to show them. The feedback obtained will help scape the rest of the pages. @Software Developers

All diagrams have been completed except the Mood board but Ben is happy with that and a solution has been agreed.

@Software Developers to continue working on the website. By Monday, a working homepage should be completed so I can send the design to the developers to ensure an agreed design for both parties.

@Software Developers, one of the members to work on the training documents.

@Software Architects to work with @Project Administrators on the development of the report.

**Attendance Tracker**

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