sam
webstudio

SAM WEB STUDIO

13^June July-2020

JOB PORTAL

Revision History

Name	Date	Reason For Changes	Version
Saurabh Yadav	13th -June-2020	First Draft	1.0

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Introduction

Project Introduction

The project scope involves development of an online website through which employer can post job details from their account and job seekers can check the new job openings and apply to it. Also Admin can showcase their information, services and their latest events or news. Users will have option to view/check information details accordingly. User can make contact online. Detailed description about individual module is mentioned in following document.

A well-crafted home page will be provided which will showcase your concept to its users with ease and make the user feel every single aspect of the website like just a click away. Sections on the home page will be a search panel, Jobs Category, Links to Register or login, List of clients, news section and etc…

Detailed description about individual module is mentioned in following document.

Objective of the initiative

Sam Web Studio is engaged by client to design and develop a Opportunity portal Website and a web based control panel for it with a set of features that should enable administrator of website to control and manage all the data which shall be displayed in front-end of the website in PHP - Laravel platform.

Context

In this context, Website for Client would be developed under the name Job Portal Website (Could be change at the time of finalization).

Key Success Criteria

The web application will be developed and delivered along with all other defined deliverables as per defined schedule plan and meeting user acceptance criteria as defined.

Scope of the Project

The final Scope of the project would be defined and governed under the following document:

1. All information and images that are required during designing phase could be provided by **Client. (Dummy free images from Google will be used at the time of development, If client doesn't have images).**

2. Changes in approved design, structure or functionality of any section, **will be paid**.

3. **SAM Web Studio** will be take care of all the platforms dependencies defined or informed by client during GUI designing or development of the project.

4. **NO DATA ENTRY PART** is covered under this contract. That means after development of control panel SAM Web Studio will not be adding more than 5 records of information / products / images / projects or any other content in website. If content/information is ready at the time of designing, Then SAM WEB STUDIO will be designing pages according to the content provided.

5. Delay in feedback from client's end will not be considered in committed website development timeline.

6. Website will be only shifted to live URL/ Code Handovers after clearing complete balance amount website.

7. **SAM Web Studio** will have to handover all the files along with the database after the successful review of the project on temporary server, once all financial milestones are cleared and functionality of the web-application is approved by the assigned project coordinator on behalf of Client.

8. **Websites will be mobile compatible,** Complete website will be optimized as much possible according to mobile devices and Tablets. Desktop view design will be adjusted according to various screen sizes.

Testing Form Factors

The testing form factor device lists for this release are as follows:

Si No.	Device Name	Screen Size	Resolution(px x px)	Processor	RAM
1	Google Nexus5	4.95 inch	1080 x 1920	Quad-core 2.3 GHz Krait 400	2 GB RAM
2	Lava / Gionee and low end phones	4.7 inch	768x1280	Quad-core 1.5 GHz Krait	2 GB RAM
3	Samsung I9300 Galaxy S III	4.8 inches	720 x 1280 pixels	Quad-core 1.4 GHz Cortex-A9	1 GB RAM
4	Samsung Galaxy Note II N7100	5.5 inches	720 x 1280 pixels	Quad-core 1.6 GHz Cortex-A9	2 GB RAM
5	Iphone 5s	4 inches	960×640	1.3GHz dual-core Apple	1GB RAM
6	Iphone 6/7/X	5.5 inches and above	1920x1080	A9 CPU, Dual-core 1.84 GHz Twister.	2GB RAM
7	Desktops & laptops	12 inches and above	1200px and above resolutions	Pentium 4 +	1GB RAM and above

Testing will be done on latest versions of android and IOS and latest versions of browsers as well. Some of the features of Website designed in HTML5 and CSS3 doesn't support by Internet Explorer.

DELIVERABLES & ARTICLES

Contractor shall perform the following activities and produce the listed deliverables for the Company:

Name of the Activities	Deliverables
Project / Application Documentation	1. Website Requirements Definition 2. Homepage Requirements document files.
GUI Designing and development	1. Homepage Designing source files 2. HTML designed Pages
Development	1. Database creation 2. Backend development 3. Front-end Integration

ACCEPTANCE TESTING CRITERIA

INCLUDE ACCEPTANCE TESTING DESCRIPTION AND REQUIREMENTS, INCLUDING TIMEFRAMES FOR APPROVAL

General quality measures as set forth below shall be applied to each work product received from the client:

UNDER THIS STATEMENT OF WORK.

1. **ACCURACY –** Work articles shall be accurate in presentation, technical content, and adherence to accepted elements of detailing and agreed upon design, approved guidelines and specifications according to mobility.

2. **CLARITY** - Work articles shall be clear and concise. Any/All section's flow shall be easy to understand in terms of usability and be relevant to the supporting narrative.

3. **TIMELINESS** - Work articles, all required material shall be submitted on or before the due date specified as per the approved schedule plan, or if delayed then either it should be pre-discussed or informed to the Job Portal Website coordinator with the proper revised deadline for any specific module or task.

4. **CONSISTENCY TO REQUIREMENTS** - All work articles must satisfy all the functional requirements as detailed in various technical and user story document, meeting all user story acceptance criteria.
    a. Meet with all user acceptance criteria.
    b. Meet with performance and stability standards.
    c. Application should be compliant to UX / UI design and functionality.

5. **CONSISTENCY TO DEFINED DELIVERABLES –** All defined deliverable as defined
    a. Handover of all signed-off deliverables and project artefacts.

PROJECT PLAN

The term of the SOW shall commence upon the Kick-off Date hereof, and shall remain in effect until completion of the abovementioned deliverables or unless it is terminated earlier in accordance with the provisions of the Agreement. This project plan is to be updated from time to time based on dependencies but the collective UAT release timeline should not exceed **80-90 business days**.

Milestone	Deliverables	Timelines	Release / Due date
Project Kick-off	Submission of Contract		Kick-off payment
Milestone 1	Homepage designing PSD	3-5 Business days	Approval for homepage PSD will be required in written through mail
	Design 1 & Design 2		
	UI Design – Web	8-12 Business days	Approval on GUI (Approval will be required in written through mail.)
	UI Design – Mobile/tablet		
Milestone 2	Development of PHP for front-end	20-22 Business Days	
	Development of CMS/Control panel of website (Beta Version)	20-22 business days	Submission of Beta Version
Milestone 3	Integration of GUI and control panel	5-7 Business Days	
Milestone 4	Testing and Debugging of points	5-7 Business days	Approval of Beta version will be required in written through mail.
	Final launch on Live / or setup web-application on Client server	1-2 business days	Final delivery of project.

FRONT-END

JOB SEEKER

Job Seeker Registration

Registration will be a quick and easy process. A job seeker must fill in the following details to be a member of the website.

First name	Text field
Last name	Text field
Email	Text field need not be unique but valid email.
Mobile no	Text field
Password	Password field
Confirm Password	Password field

Once a user registers, an account verification link will be sent to the user on his provided email id. User needs to click on that activation link in order to access his account. Before clicking this link, user will not be allowed to access his folder. Social sign up options will be there too with Facebook & Google.
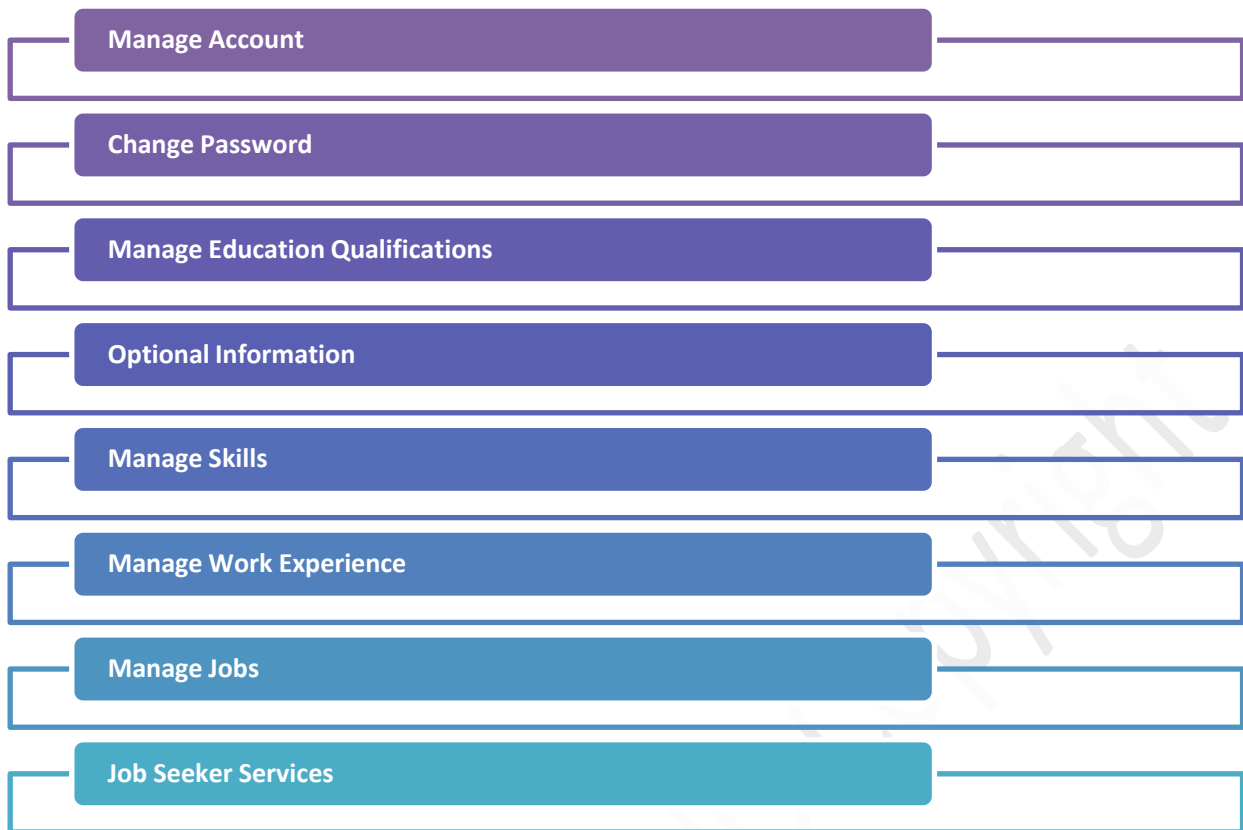
Job Seeker Package

This section will enlist the job seeker packages and they can use purchase these package as per their discretion. These packages will differ in terms of number of jobs a jobseeker can apply on under a certain package rest everything will be same.

Following details a user can see while buying a membership package.

- Package title
- Number of jobs under this package
- Cost of package
- Validity of package
- Buy now button

On clicking "Buy Now" user will be redirected to login page (If not logged in). User will be able to sign up in case of a new user is trying to buy the package, post registration user will be redirected to the payment gateway and after successful payment user will land on his account dashboard.

A job seeker will be able to manage the following from his account after login:

Manage Account

Change Password

Manage Education Qualifications

Optional Information

Manage Skills

Manage Work Experience

Manage Jobs

Job Seeker Services

Account Dashboard

Dashboard will display primarily following sections:

- Matching Jobs
- Total Jobs Applied
- Current Interviews schedule notifications
- Suggested Jobs

Manage Account

A user can view his account details filled at the time of registration. If user finds anything inappropriate, then user may correct it. User will not be able to update his username and password. Username once assigned cannot be altered. Password can be changed via change password section.

Payment Details

Member will be able to see purchased job credits and will be able to buy new package in case he wish to. Past purchased plans could also be seen and invoice could be downloaded.

Change Password

This section will allow user to change his login password from this section. This section will ask the user for his current password and new password. New password will be entered twice in order to confirm user input.

Manage Education Qualifications

This section will allow job seeker to individually manage his education qualifications. A job seeker can add multiple qualifications as per his/her discretion. Following information can be furnished at the time of adding or updating any qualification:

- *Highest qualification held
- Specialization / Major
- First Select a Degree
- Year of passing
- Select Year
- Institute
- 2nd Highest qualification held:
- Specialization / Major
- Institute
- Work Experience
- Current employer
- Previous employers
- Current drawn salary
- Preferred job location

Optional Information
- Current address
- Date of birth:
- Alternate email address
- Languages known:
- Language NameSkill / Competence
    - Read   Write   Speak
    - Read   Write   Speak
    - Read   Write   Speak
    - Read   Write   Speak

- Work status information
- Work status for the US
- Work status for other countries

Manage Skills

This section will allow user to manage skills which will make the user more searchable when employers look for them. Following information needs to be furnished at the time of adding or updating any skill:

- Skill

- Proficiency (Beginner, Intermediate, expert)
- Experience

Manage Work Experience

This section will allow user to manage his work experiences in the past. Following information needs to be furnished at the time of adding or updating any experience:

- Company name
- Location
- Designation
- Work experience
- Last Drawn Salary
- Description of roles and responsibilities

This feature will allow job seekers to add any number of work experiences they actually had worked upon and they are not restricted to three or four companies.

Manage Applied Jobs

This section will enlist the jobs for which user has either applied or saved from the search result page. User will have liberty to switch between applied jobs and saved jobs. Applied jobs list will display:

- Job title
- Company name
- Job location
- Date of application

Saved Jobs list will display the following information:

- Job title
- Company name
- Job location
- Apply now link
- Refer to friend link

Notifications/ Alerts will be sent on following events

- When new job post based on the preferences (Email)
- When submit the resume for the job
- Auto email to say resume was successfully sent for position
- Auto email once applicant get shortlisted
- Auto email once application is unsuccessful

Section: Search Jobs

This section will allow user to search for jobs. Following options will be present in the jobs search form:

- Keyword (for job title, description)
- Category
- Job location
- Experience (range selection via two drop downs, in years)
- Company (drop down selection)
- Salary
- Industry

User may either fill this form or opt for list of all jobs by a particular company. List of all companies on the website will be displayed and user can click on any one of those to view the job list.

EMPLOYER

Employer registration

Employers will be required to fill in the following details to get them registered on the website.

- First name
- Last name
- Company/business name
- Email id
- Username
- Password
- Confirm password
- Subscribe to newsletter
- Notification of new resume

At the time of registration, user will be taken to package selection page. User will then select the package of his choice and proceed for payment accordingly. Payment will be processed via third party payment gateway and client will be required to purchase a merchant account on that payment gateway.

A user will be able to register with Facebook, Gmail or yahoo account.

Section: Employers folder

Manage Account

A user can view his account details filled at the time of registration. If user finds anything inappropriate, then user may correct it. User will not be able to update his username and password. Username once assigned cannot be altered. Password can be changed via change password section.

My Settings

- Name
- Logo
- Description
- Change password

Change Password

This section will allow user to change his login password from this section. This section will ask the user for his current password and new password. New password will be entered twice in order to confirm user input.

Job management

This section will enlist all the posted jobs and link to post new job. New job posting will ask user for following information:

- Title
- Industry
- Category
- Eligibility criteria
- Description

- Location
- Job type (full time, part time)
- Salary

Jobs will not be subjected to admin approval, although admin can control their display by activating or deactivating them.

Make profile and job posted as hidden:

- On a specific date
- When job position is filled

Notifications Settings: Employer will receive notifications on following events:
- For Application received
- When applicants are viewed in admin, a "check box" will indicate if applicant meets selection criteria.
- Add notes for applicants (calls made, emails sent, shortlist etc.)

Auto Email generated to applicant when:

- Shortlisted (congratulations on be shortlisted etc)
- Interview schedule (Interview schedule and venue With date and time)
- Unsuccessful (regret to inform that your application has not progressed)
- Hired (You're hired for the job)

Manage resume
This section will enlist the resumes which have been received by the employer. Employer can Search & Shortlisted Applicants or View List of all Applicants Profiles

Profile management
This section will allow employer to manage his company profile details. These details include:

- Company name
- Logo
- Description
- Location

Search resume
Employers can search for candidates from this section. They can see the details of candidates as per their package. They can perform candidate search on the basis of:

- Keyword
- Location
- Skills
- Experience

Employers will be allowed to save candidates when the view the candidate details page.

Section: Miscellaneous

Content managed pages will allow user to view various informative pages like about us, contact us etc. Users can only view the content and content will be managed by admin.

Sitemap will present the entire website in a nutshell and users can navigate to any point of the website from this section.

Feedback will allow users to send their feedback to website admin.

SMS gateway and all other Apps will be purchased and provided by site owner, we will integrate it in the website.

CONTACT US

This will be an informative section; content of this page will be managed by admin. This page will show contact information. A contact us form also be there to send inquiry with following attributes:

- First Name
- Last Name
- Email ID
- Phone No.
- Subject
- Message

A contact form is available on all pages to send queries/messages/feedback etc. Admin will be able to filter queries in admin panel.

FAQ

Users can view FAQs and other static pages (About us & Contact us). Users can also find answers to their questions in FAQs (as added by website administrator).

LIVE CHAT

Live chat widget will be added in website. (Zopim or tawk live chat free widget will be there)

GOOGLE ANALYTICS INTEGRATION

Google analytics will be integrated in URF website.

SOCIAL MEDIA LINKING

Links to social media will be added in website and will be linked with the pages. Admin can manage the links of those pages.

ADMINISTRATIVE CONSOLE

- MANAGE EMPLOYERS & JOB SEEKERS
- MANAGE JOBS
- MANAGE JOB CATEGORIES
- MANAGE LANGUAGE
- LANGUAGE PROFICIENCY
- CAREER LEVEL
- EXPERIENCE
- EDUCATION LEVEL
- MANAGE LOCATIONS
- MANAGE SPONSORED ADS
- MANAGE FEATURED EMPLOYERS
- MANAGE FEATURED JOBS
- MANAGE PAGE CONTENT
- MANAGE DISCOUNT COUPONS
- MANAGE INTERVIEW EXPERIENCES
- MANAGE RESUMES REQUESTS
- MANAGE INDUSTRIES
- MANAGE PACKAGES
- MANAGE PAYMENTS
- MANAGE ADVERTISEMENT REQUESTS
- MANAGE FEEDBACK
- MANAGE META TAGS
- SOCIAL MEDIA LINKING

ADMIN DASHBOARD

On Dashboard, following stats will be displayed. (Visited listings)

- Stats on applications received
- Most popular company profile (visits)
- Total Job Seekers
- New Job Seekers
- Featured Job Seekers
- Total Recruiters
- New recruiters
- Active recruiters
- Featured recruiters
- All Jobs
- New Jobs
- Active Jobs
- Expired Jobs
- Auto alert to renew prior to expiry date

View reports on Yearly, Monthly & Weekly Basis/ Latest Orders
Export of all users' data

MANAGE EMPLOYERS

This section of admin console will allow admin to manage employers. Admin can add, edit and delete employers as and when required.

Admin can set employers as featured employers.

MANAGE JOB SEEKERS

This section of admin console will allow admin to manage job seekers. Admin can add, edit and delete job seekers.

MANAGE JOBS

Admin can manage all jobs from this section. Admin can also set any job as featured and same will get displayed on the website accordingly.

MANAGE JOB CATEGORIES

Admin can manage job categories from this section. It will be single level category structure (no sub-categories). Admin will add name at the time of adding job category.

MANAGE LANGUAGE

Add/edit/delete language.

LANGUAGE PROFICIENCY

Add/edit/delete language proficiency.

CAREER LEVEL

Add/edit/delete career level.

EXPERIENCE

Add/edit/delete experience duration.

EDUCATION LEVEL

Add/edit/delete Education level

MANAGE LOCATIONS

Admin can manage job locations from this section. Admin will be able to manage country, state and city from this section.

MANAGE SPONSORED ADS

This section will allow admin to manage ads. Admin will provide following information at the time of adding any ad:

- Image
- URL

MANAGE FEATURED EMPLOYERS

This section will enlist all featured employers. This section will allow admin to view all featured employers at one place and unset any of them as required.

MANAGE FEATURED JOBS

This section will enlist all featured jobs. This section will allow admin to view all featured jobs in one place and unset any of them as required.

MANAGE PAGE CONTENT

This section will allow admin to manage informative content of various pages like about us, contact us, terms conditions, helpful tips etc.

MANAGE DISCOUNT COUPONS

This section will allow user to create discount coupons. An admin will create discount coupons adding products covered under discount coupons, its heading, total price and discounted price. Admin can share this code through emails or display on banners

MANAGE INTERVIEW EXPERIENCES

This section will enlist all and new interview experiences. Admin can manage them. Admin will also see all new experiences in this section and approve them if found appropriate.

MANAGE RESUMES REQUESTS

This section will enlist resumes building requests. Admin can view the details and contact the candidate accordingly.

MANAGE INDUSTRIES

This section will allow admin to manage industries. Same will be displayed on the concerned sections accordingly.

MANAGE PACKAGES

This section will allow admin to manage packages. Admin can create any number of packages as per his requirement. Admin will add following information at the time of creating a package:

- Package name
- Package for (Job Seeker / Employer)
- Validity of posted jobs (in terms of days)
- Cost
- No of resumes that can be viewed
- No of jobs that can be posted
- Description

MANAGE PAYMENTS

This section will allow admin to view the orders placed on the website and also All Payment History related to any purchase of plan or upgrading any membership will be listed here.

MANAGE ADVERTISEMENT REQUESTS

This section will enlist all the advertisement requests. Admin can contact the user and activate the request for display of banner on the website.

MANAGE FEEDBACK

This section will allow admin to view the feedback posted by various users and admin will be able to reply to those user.

MANAGE META TAGS

This section allows admin to manage Meta tag for each page. Admin will have to add Meta title, meta keyword and meta description for each page and that will be displayed in front-end.

SOCIAL MEDIA LINKING

Admin can manage the links of those pages. Icon of social media will only appear in front-end if the link was added by the admin.

PROJECT GOVERNANCE

SAM Web Studio and Client's team shall follow the governance mechanism described below to monitor the progress on the deliverables of the tasks listed above.

Body	Frequency	Responsibility	Participants
Bi-monthly Progress Report	Bi-monthly	**/ Client Side PM** **/Server Side PM**	To client by email also audio / Skype meeting.
Application Build and release	As per project plan	**Client Side PM**	To **JOB PORTAL** WEBSITE project manager by email/web link with release notes of modules implemented

TOOLS & INFRASTRUCTURE

In performing this engagement, Contractor will use the following tools required by **JOB PORTAL Website**:

Designing: Html5, Responsive Website Will Be Designing With The Help Of Adobe Photoshop, Macromedia Dreamweaver

Server side scripting: PHP–Laravel Framework

Data base: MySQL

Client side scripting: Html, JavaScript, JQuery and Cascading Style Sheets3.

Operating system: Linux

Resolution: Full Width Responsive Layout

COMMERCIALS AND PAYMENT TERMS

The Fees for the activities performed and deliverables produced under this Statement of Work are as follows:

Payment Basis – Sam Web Studio will provide the articles as fixed fee for set out scope and deliverables as per statement of work document.

Payment Schedule for website:

MILESTONES	PAYMENT
Project Kick-off	35%
GUI completion	35%
Final Release (UAT acceptance) and Deployment on Server For website.	30%
Total	100%

Cost: INR: 5,00,000/-+ GST | Timeline: 80 to 90 Business days

Payment on Delivery

Client should pay Sam Web Studio company account SIMEQ Technologies LLP according to milestones defined. The applicable sum on reaching defined milestone and payment schedule on receiving a valid invoice, subject to acceptance of deliverable and performance of the articles to our reasonable satisfaction. Payment for approved milestones will be non-refundable. Client cannot hold payment for more than 7 business days for approved milestones.

**Additional

All server side hosting, server acquiring costs, 3rd party chat servers, Escrow accounts, SMS gateways, MAP APIs and payment gateway costs has to be taken care by the Client.

AUTHORIZED EMPLOYEES

The above personnel will accept direction only from the following employees or officers, or such other Dynamic Website personnel, as they designate:

1.   Company Liaison
       The contact at Company with respect to this SOW is: Vaibhav Singhal

2.   Contractor Personnel
       Key Personnel shall consist of: **Saurabh Yadav (Project Manager / Consultant)**

IN WITNESS WHEREOF, the parties have caused this Schedule to be executed by their duly authorized representatives

SAM WEB STUDIOA division of SIMEQ TECHNOLOGIES L.L.P (Contractor)

Manish Dwivedi

Address:

Date:

Signature:

Vaibhav Singhal (Client)

Address:

Date:

Signature: