**1. Scope**

This document applies to the **planning, design, development, launch, and maintenance** of a personal portfolio website. It includes:

* Web design & development
* SEO optimization

**2. Task Overview (Interns)**

Interns are required to:

* **Design and build** a simple, attractive, and responsive portfolio site.
* Showcase their **skills, projects, and contact information**.
* Implement **HTML, CSS, and JavaScript** features.

**3. Deliverables**

**Website Pages**

* **Home Page**
  + Introduction, image, tagline, and button
* **About Page**
  + Brief biography, education, interests
* **Projects Page**
  + At least **three projects** with descriptions
* **Contact Page**
  + A contact **form** with *Name, Email, and Message* fields

**4. Technical**

**HTML Structure**

* Use **semantic elements**: <header>, <section>, <footer>, etc.
* Include: headings, paragraphs, lists, links, forms, images

**CSS Styling**

* Design with **colors, spacing, borders**
* Create a **navigation bar**
* Use **hover effects** for interactivity
* Ensure **responsiveness** with media queries

**JavaScript Interactivity**

* **Button validation** for project re-directions.
* Show a **greeting alert** on onclick event.

**5. Development Workflow**

**Step 1: Planning**

1. Define target audience and website purpose
2. Decide platform: Pure HTML/CSS/JS

**Step 2: Design & Structure**

1. Create a responsive template
2. Build sitemap:
   * Home, About, Projects, Contact
3. Define brand elements: color scheme, fonts, icons, logo

**Step 3: Development**

1. Set up HTML files and folder structure
2. Code navigation and layout for each page
3. Optimize images for fast loading
4. Test across browsers and screen sizes

**Step 4: Content Integration**

1. Write and format content: bio, project info, etc.
2. Link pages and set up contact form
3. Include testimonials if available (optional)

**Step 5: SEO & Launch**

1. Add meta titles, descriptions, and alt attributes
2. Submit sitemap to Google Search Console
3. Enable HTTPS/SSL for security
4. Final check: links, layout, speed, responsiveness
5. Launch and share via LinkedIn, GitHub, etc.