

Durham University Community Engagement Project (CEP)

Project Initiation Document

The CEP community groups and charities are linked with a team of students who will work with the group on a specific I.T. related project between October 2015 and February 2016.

This document is not legally binding but is designed to clearly identify the roles and expectations of each party, together with agreed timescales and deliverables.

1. **Overview and justification for the Project (Statement of Work)**

For this project we have been asked to create a website for the RT Projects (a mental health charity). Although RT Projects already have an active Facebook page they would like a website to improve their accessibility. Facebook is a good means to communicate with a wide community but it is not an ideal platform to share more detailed information about what the charity does. The website will hopefully address this issue by providing more detailed information about the various mental health issues the charity provides support for, the workshops they run and contact and location information.

RT projects have requested the ability to update the website with news on a reasonably regular basis. For this reason we have chosen to develop the website in WordPress as it provides a premade content management system. It will also make adding new pages much easier for the charity.

1. **Proposed goals for the Project (scope)**

Produce a responsive website which closely matches the designs provided by RT Projects. The website will include the following pages:

* Home page- Provides basic information about RT and links to all other pages
* About us
* Our work
* Contact page
* Past projects- Includes details of past RT projects, should be easy to add new content to. If possible we will also provide example/template pages to demonstrate how this content could be added.
* Projects: Wellbeing, Dementia, Men’s shed, Learning disabilities and workshops
* Our studio

The website also needs to be accessible for future modifications/additions and include a ‘What’s on’ pane that can be updated regularly by users without knowledge of html. In addition to making this easy to do, we will produce a user manual which explains how to use this functionality.

1. **Outline any obvious risks the project may come across and how you could mitigate.**

Website security- Modifications to the website should only be possible by RT members and the web server should be secure. RT are providing the web server for the site to be hosted on which is password protected.

1. **Proposed deliverables (include timescales)**

**10/12/15**: Project initiation document agreed on and signed by team 5 member(s) and RT project member(s).

**10/2/16:** Project sign off- complete website and user manual provided to RT Projects

1. **Proposed Roles, Responsibilities, Authority and Approval**

Freddie Keen will manage the project, with Tom White acting as the point of contact for the clients at T\_o\_m\_white@hotmail.com and 07511223932. Thomas Wilshaw will administrate the GitHub repository for the team.Everyone will be involved in coding the webpages to implement the client’s design.

The stakeholders in this project are RT projects, their current clients and their potential clients. All decisions from the client end, including approval of this document, will be made by both or either of Stuart Flude and Emma Beattie, as co-runners of the charity.

Client *–* RT Projects - Stuart Flude and Emma Beattie

I/we confirm that this document is an accurate representation of our expectations as clients for this project and that no additional tasks or requirements will be added. We understand that the students will not be able to provide additional input or support after 25th February 2016.

Signed

Print name

Date

Student Team – Freddie Keen, Thomas Wilshaw, Will Taylor, Tom White, Quentin Lam

I/we confirm that this document is an accurate representation of our understanding of our client’s expectations for this project and that no additional tasks or requirements will be added. We understand that this project must be complete and signed off by the client by 19th February 2016.

Signed

Print name

Date