**Statement of Work**

**CS 452 Summer Semester 2016**

Project: United Way of Athens-Limestone County Website

Enhancements and Security Audit

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United Way Representative: Leigh Andrews

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# **Scope**

The United Way of Athens-Limestone County has multiple website changes and enhancements that have been requested for the website. These changes consist of changes to various pages that are visited on the website by a general web user and also changes to administrative pages that are used by the United Way of Limestone County web administrators. There are some minor form updates that were requested. Updates will be required to documentation based on any changes or additions made on the website. A new security audit will need to be performed for the website to include public information available on the GitHub.com repository being used for the website.

# **Requirements**

The United Way of Athens-Limestone County website requested updates be made to the navigation menu structure to enable dropdown submenus and some minor reorganization of submenu items. The “Home” menu option should not include submenus. The “About” menu should be broken up into separate submenus for “Our Mission”, “Our Vision”, “Staff”, “Board of Directors”, and “Contact Us”. The “Events” menu should be broken into separate submenus for “Events Calendar”, “Day of Caring”, “Stuff the Bus”, Retired Educator Recognition” and “Toys for Tots”. The “Get Involved” menu should be broken into separate submenus for “Volunteer Registration Form”, “Group Volunteer Registration Form”, “Volunteer Front Desk Program” and “Donation”. The “Partners” menu should not include submenus, but requires adding a link on the page for “Family Resource Center” and possible link removal for “Habitat for Humanity” on the page. The “Media” menu should be broken into separate submenus for “Twitter”, “Facebook”, and “Videos”. The “Student United Way” menu should be broken into separate submenus for “Student Home”, “Athens State”, and “Calhoun”. The “Disaster Assistance” menu should be broken into separate submenus for “Disaster Volunteers”, “Disaster Relief Form”, “Disaster Report Form”, “Disaster Assistance Donation Form”, and “Donate”. The “Donate” menu button should be removed and the existing items on this page are incorporated as submenu items of other menu options instead.

User page changes requested are to include information from the existing “About” webpage on the “Mission”, “Values”, and “Goals” webpages. Update all contact info on pages, etc. to reflect Leigh Andrews. Include contact information for Leigh Andrews and others information that Leigh will provide on the “Contact Us” webpage. Change the “Get Involved” menu item to have an orange background. Include Leigh Andrew’s contact information on the “Volunteer Front Desk” webpage. Remove tweets from all pages except the “Twitter” submenu webpage under “Media”. Add contact information on the “Athens State” and “Calhoun” submenu webpages under “Student United Way”. Update link to “Corporate Annual Report” to new report provided by Leigh.

Admin page changes requested are to correct the display of the “Volunteer Registration Form” to properly display the type of volunteer that was selected when the form was submitted. The Volunteer type selection is not appearing on both of the individual and group volunteer forms when records are being viewed. Check into false reporting of new events. Enable the ability to edit volunteer info by clicking the info and editing it versus now having to select the record and then click edit button. Remove Agencies, Opportunities, and Emails from the sidebar/menu. Create a subgroup for “Selection by Age” under the “Volunteer” sidebar option. Add age groups to volunteers that are sortable and searchable. Add the ability to select multiple volunteers for composing a mass email for sending. Add the ability to sort by community or disaster volunteers. Add the ability to pull up a list of everyone with a specific skill selected, with the ability to search or sort by skills. Separate “Disaster” and “Community” info.

The Team Sponsors for the United Way of Athens-Limestone County website requested a security audit be done on the data publicly viewable on the GitHub.com repository. Update the GitHub.com repository to the latest source code, while ensuring any code uploaded does not include actual username, password, or other confidential information.

# **Tasks**

• Gather information from the United Way contact (Leigh Andrews).

• Obtain CPanel administrative login information for current website hosted at Godaddy.com.

• Download back-up copy of production website and setup a development test site using XAMPP to perform and test all changes.

• Update and maintain the repository for the United Way Project on GitHub.com ([www.GitHub.com](http://www.GitHub.com)). This includes security reviewing existing source code uploaded, and stripping any confidential information for new source code uploaded. Upload new statement of work document.

• Update the navigation menu structure to enable dropdown submenus and some minor reorganization of submenu items.

* The “Home” menu option should not include submenus.
* Update the “About” menu into separate submenus for “Our Mission”, “Our Vision”, “Staff”, “Board of Directors”, and “Contact Us”.
* Update the “Events” menu into separate submenus for “Events Calendar”, “Day of Caring”, “Stuff the Bus”, Retired Educator Recognition” and “Toys for Tots”.
* Update the “Get Involved” menu into separate submenus for “Volunteer Registration Form”, “Group Volunteer Registration Form”, “Volunteer Front Desk Program” and “Donation”.
* The “Partners” menu should not include submenus, but requires adding a link on the page for “Family Resource Center” and possible link removal for “Habitat for Humanity” on the page.
* Update the “Media” menu into separate submenus for “Twitter”, “Facebook”, and “Videos”.
* Update the “Student United Way” menu into separate submenus for “Student Home”, “Athens State”, and “Calhoun”.
* Update the “Disaster Assistance” menu into separate submenus for “Disaster Volunteers”, “Disaster Relief Form”, “Disaster Report Form”, “Disaster Assistance Donation Form”, and “Donate”.
* Remove the “Donate” menu button and incorporate the existing items on this page as submenu items of other menu options previously listed instead.

• Updates to User pages.

* Move the information from the existing “About” webpage on the “Mission”, “Values”, and “Goals” to their associated webpages.
* Update all contact info on pages, etc. to reflect Leigh Andrews.
* Update contact information for Leigh Andrews and others information that Leigh will provide on the “Contact Us” webpage.
* Update the “Get Involved” menu item to have an orange background.
* Add Leigh Andrew’s contact information on the “Volunteer Front Desk” webpage.
* Remove tweets from all pages except the “Twitter” submenu webpage under “Media”.
* Add contact information on the “Athens State” and “Calhoun” submenu webpages under “Student United Way”.
* Update link to “Corporate Annual Report” to new report provided by Leigh Andrews.

• Updates to Backend/Admin pages.

* Update the “Volunteer Registration Form” to properly display the type of volunteer that was selected when the form was submitted. The Volunteer type selection is not appearing on both of the individual and group volunteer forms when records are being viewed.
* Check into false reporting of new events.
* Add the ability to edit volunteer info by double clicking the volunteer’s info and editing it versus current way of having to select the record and then click edit button.
* Remove Agencies, Opportunities, and Emails from the sidebar/menu.
* Add a subgroup for “Selection by Age” under the “Volunteer” sidebar option.
* Add age groups to volunteers that are sortable and searchable.
* Add the ability to select multiple volunteers for composing a mass email for sending.
* Add the ability to sort by community or disaster volunteers.
* Add the ability to pull up a list of everyone with a specific skill and include the ability to search or sort by skills.
* Separate the “Disaster” and “Community” info.

• Perform a security audit of the data publicly viewable on the GitHub.com repository, and remove any usernames, passwords, or other confidential information.

• Update the GitHub.com repository to the latest source code and strip out any type of username, password, or other confidential information prior to uploading.

• Perform testing throughout entire process.

• Confirm database for any new or modified fields that may have been added or changed.

• Update websites documentation

• Test updated website.

• Schedule and Deploy updated website according to customer’s direction and approval.

# **Resources**

The hardware needed for this project will be a test/development site setup utilizing local copy versions of XAMPP. All work will be performed by the CS 452 United Way Project Team (John Lamar, Marty Owen, Scott Wicker). All work done by the CS 452 United Way Project Team will be uploaded to GitHub.com ([www.GitHub.com](http://www.GitHub.com)) under the organization of “UnitedWayAthensLimestoneProject” with a total of 17 repositories.

# **Project Plan Outline**

1. Initial Setup

• Information Gathering

• Obtaining information needed to start project

2. Create source code repository

• Create a source code repository and upload all files from current site.

• Setup test/development on local machines utilizing XAMPP utilizing current backup files from the production site.

3. Design Phase

• Update the navigation menu structure

* + The “Home” menu option should not include submenus.
  + Update the “About” menu into separate submenus for “Our Mission”, “Our Vision”, “Staff”, “Board of Directors”, and “Contact Us”.
  + Update the “Events” menu into separate submenus for “Events Calendar”, “Day of Caring”, “Stuff the Bus”, Retired Educator Recognition” and “Toys for Tots”.
  + Update the “Get Involved” menu into separate submenus for “Volunteer Registration Form”, “Group Volunteer Registration Form”, “Volunteer Front Desk Program” and “Donation”.
  + The “Partners” menu should not include submenus, but requires adding a link on the page for “Family Resource Center” and possible link removal for “Habitat for Humanity” on the page.
  + Update the “Media” menu into separate submenus for “Twitter”, “Facebook”, and “Videos”.
  + Update the “Student United Way” menu into separate submenus for “Student Home”, “Athens State”, and “Calhoun”.
  + Update the “Disaster Assistance” menu into separate submenus for “Disaster Volunteers”, “Disaster Relief Form”, “Disaster Report Form”, “Disaster Assistance Donation Form”, and “Donate”.
  + Remove the “Donate” menu button and incorporate the existing items on this page as submenu items of other menu options previously listed instead.

• Update User pages.

* + Move the information from the existing “About” webpage on the “Mission”, “Values”, and “Goals” to their associated webpages.
  + Update all contact info on pages, etc. to reflect Leigh Andrews.
  + Update contact information for Leigh Andrews and others information that Leigh will provide on the “Contact Us” webpage.
  + Update the “Get Involved” menu item to have an orange background.
  + Add Leigh Andrew’s contact information on the “Volunteer Front Desk” webpage.
  + Remove tweets from all pages except the “Twitter” submenu webpage under “Media”.
  + Add contact information on the “Athens State” and “Calhoun” submenu webpages under “Student United Way”.
  + Update link to “Corporate Annual Report” to new report provided by Leigh Andrews.

• Update Backend/Admin pages.

* + Update the “Volunteer Registration Form” to properly display the type of volunteer that was selected when the form was submitted. The Volunteer type selection is not appearing on both of the individual and group volunteer forms when records are being viewed.
  + Check into false reporting of new events.
  + Add the ability to edit volunteer info by double clicking the volunteer’s info and editing it versus current way of having to select the record and then click edit button.
  + Remove Agencies, Opportunities, and Emails from the sidebar/menu.
  + Add a subgroup for “Selection by Age” under the “Volunteer” sidebar option.
  + Add age groups to volunteers that are sortable and searchable.
  + Add the ability to select multiple volunteers for composing a mass email for sending.
  + Add the ability to sort by community or disaster volunteers.
  + Add the ability to pull up a list of everyone with a specific skill and include the ability to search or sort by skills.
  + Separate the “Disaster” and “Community” info.

4. Testing/Security Audit

• Test website to verify that there are no errors and everything is fully operational

• Perform a security audit of the GitHub.com repository ensuring no uploaded usernames, passwords, or other confidential information exists in the repository.

• Generate a report and make suggestions for future changes

5. Revisions

• Group meeting to discuss any revisions that are needed and deployment schedule.

6. Deploy updated website

7. Testing of production website

• Test website to verify that there are no errors and everything is fully operational

# **Milestones and Projected Times**

Milestone Projected Time

Initial Setup 1 week

Download back-up file from Godaddy.com 1 week

Create repository and upload back-up to GitHub.com 1 week

Setup test/development site on local machines utilizing XAMPP 1 week

Update structure for navigation menu 2 weeks

Update User pages 3 weeks

Update Backend/Admin pages 3 weeks

Perform Website and database testing 2 weeks

Perform Security Audit of GitHub.com repository 1 week

Update website documentation 1 week

Projected duration of project 9 weeks

\*\* Projected times are subject to change based on work load and unforeseen problems.

# Monitoring and Quality Assurance

There will be weekly meetings with the United Way Project group members, and periodic meetings with the POC from United Way. Periodic testing will be done to ensure the web page is functioning properly.

# **Timeline of Project**

Milestone Time period

Initial Setup May 28 – June 03

Download back-up files from Godaddy.com June 04 – June 09

Create repository and upload back-up to GitHub.com June 10 – June 16

Setup test/development site locally using XAMPP June 10 – June 16

Update structure for navigation menu June 17 – July 07

Update User pages June 17 – July 07

Update Backend/Admin pages June 17 – July 07

Perform Website and database testing July 08 – July 21

Perform Security Audit of GitHub.com repository July 15 – July 21

Update website documentation July 15 – July 28

Update production site and perform testing on production system July 25

Project Demo July 28

# **User Stories**

* As a User, I want the Twitter feeds removed from the ‘Get Involved’ and ‘Disaster Assistance’ pages.
* As a User, I want the submenus to pop up when you move the mouse over the menu.
* As a User, I want to create submenus in the ‘About’ menu including ‘Our Mission’, ‘Our Vision’, ‘Staff’, ‘Board of Directors’ and ‘Contact Us’.
* As a User, I want to create submenus in the ‘Events’ menu including ‘Events Calendar’, ‘Day of Caring’, ‘Stuff the Bus’, ‘Retired Educator Recognition’ and ‘Toys for Tots’.
* As a User, I want to create submenus in the ‘Get Involved’ menu including ‘Volunteer Registration Form’, ‘Group Volunteer Registration Form’ and ‘Volunteer Front Desk Program’.
* As a User, I want to create submenus in the ‘Media’ menu including ‘Facebook’, ‘Twitter’ and ‘Videos’.
* As a User, I want to create submenus in the ‘Student United Way’ menu including ‘Student Home’, ‘Athens State’ and ‘Calhoun’.
* As a User, I want to create submenus in the ‘Disaster Assistance’ menu including ‘Disaster Volunteers’, ‘Disaster Relief Form’, ‘Disaster Report Form’, ‘Disaster Assistance’ and ‘Donate’.
* As a User, I want to move the ‘Volunteer Front Desk Program’ from the ‘Events’ menu to the ‘Get Involved’ menu.
* As a User, I want to move the donation form to make as a submenu of the ‘Disaster Assistance’ menu and remove the ‘Donate’ button from the menu.
* As a User, I want to update all contact information on pages to show Leigh Andrews.
* As a User, I want to add an icon and link for Family Resource Center.

# **Admin User Stories**

• As an Administrator, I want to have all the source code for the United Way website sanitized and stored in a repository on GitHub.com.

• As an Administrator, I want to be able view the volunteer type selected by a volunteer on their volunteer form.

• As an Administrator, I do not want false events being reported.

• As an Administrator, I want the ability to edit volunteer information by double clicking the volunteer’s info and editing it versus the current way of having to select the record and then click the edit button.

• As an Administrator, I want Agencies, Opportunities, and Emails removed from the sidebar/menu.

• As an Administrator, I want a subgroup add for “Selection by Age” under the “Volunteer” sidebar option.

• As an Administrator, I want to have age groups as a sortable and searchable selection of volunteers.

• As an Administrator, I want to have the ability to select multiple volunteers for composing a mass email for sending.

• As an Administrator, I want to have the ability to sort by community or disaster volunteers.

• As an Administrator, I want to have the ability search, sort, and select list of everyone with a specific selection of skills.

• As an Administrator, I want to have the “Disaster” and “Community” information separated.

# **Recommendation of possible future modifications**

• Provide the ability to edit volunteer information by double clicking the volunteer’s search record to open edit screen in addition to the current way of having to select the record and then click the edit button.

• Review data being stored in MySQL database for PII information and consider providing encryption for that data within the database as any added layer of protection from any form of data breach that might provide the opportunity for identity theft.