# Lakshmi Iyer, The Brand & Mark Co.

# Enhanced Statement of Work and Proposal for Thakur Foundation website

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# Scope of work and engagement

## Background

The Thakur foundation website ([www.thakur-foundation.org](www.thakur-foundation.org)) development – content, design and development commenced in February, 2019. While the website design has been closed out, the scope of the project in the period has increased significantly, largely across development and with some changes to the design.

The first phase of the website was completed on March 27, 2019. Work has commenced for Phase 2, details of which is given below. The timelines have also been shared in this document

## Timelines

| Sr. No. | Area | Activity | Comments | Mar-19 28 | 29 | 30 | 31 | Apr-19 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Applicant Dashboard | 1.1. View grants and statuses | Client to give statuses assigned by administrator Till the admin dashboard is created, the admin will not be able to set status on submit | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1.2. Submit / upload documents for selected grants through the dashboard | Dashboard will not be mobile responsive | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1.3. Upload final outcome documents when the assignment is complete (could be Phase 3) | 7 columns with application details (grant payment tranches and dates and expense payment tranches & dates & other app details) as click-through | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Application form | 2.1. Applicant dashboard on login | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2.2. Application form | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2.2.1. Append multiple files as a part of a list - Should be able to make changes before and after save for later | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2.2.2. Functionality to delete files before and after Save For Later | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2.3. On (Grant Application) Save for Later / Submit – a pop-up with a relevant message should appear thanking the Applicant. | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2.4. Pre-view of documents needed from applicant if grant is selected | Client to give - Documents that need to be submitted for each grant to be provided. | | WEEKEND | | | | | | | | | WEEKEND | | | | | WEEKEND | | | | | | LAUNCH |
| 3 | Unsubscribe | 3.1. Remove email address and its associated record from the database of users and confirm via email | This will happened from email client | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Password reset | 4.1. Send temporary password, authenticate with temporary password and get the user to create a new password for his /her account. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Application Information Form | 5.1. Business rule validations for dates | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 5.2. Business rule validation for Grants and Expenses | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Administrator Dashboard | 6.1. Be able to view and edit (some fields) from applicant database | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 6.2. Send out emails that have the application details and attachments to advisory board from dashboard | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Database interface | 7.1. Upload versions of documents submitted (after grant selection) from database interface | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Accounting reports | · Downloadable MS Excel Reports · These reports should provide a line by line listing of the grants which qualify the search criteria and a summation of the money. | | | | | | | | | | | | | | | | | | | | | | | | | |

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## Activities and cost

| Sr. No. | Area | Activity | Cost description | Cost |
|---|---|---|---|---|
| 1 | Applicant Dashboard | 1. Design and html - 2 LPs i) Dashboard ii) 'view app details' page<br>2. Design and html 2 pop-ups<br>3. Create table -upload docs for grant application<br>4. Create table - upload docs - Final outcome<br>5. Create list page for grants<br>6. Development - View detail page for particular application<br>7. Multiple upload docs functionality (portfolio upload). | Design cost per landing page – 25,000<br>Design cost per pop-up – Rs.2,500<br>Development cost- based on no. of hours | Rs.1,08,600 |
| 2 | Application form | 1. Create dashboard link in Grants page (post login)<br>2. Design and html 2 pop-ups (Save for later and submit)<br>3. Upload multiple files and list it post upload and functionality to delete before and after 'save for later'<br>4. Integrate popup on save for later/submit<br>5. | Design cost per pop-up – Rs.2,500<br>Development cost - based on no. of hours | Rs.90,425 |
| 3 | Project Management fee | Phase 2 | | Rs.50,000 |
| | **TOTAL COST** | | | **Rs.2,49,025** |

**The final cost is exclusive of taxes.  Taxes as applicable will be included in the invoice.**

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