SDG Cities Index Dashboard Contract

*Between James Sgro (James) and Cameron McCordic (Cameron)*

**Project Summary**

This project will involve building a one-page online dashboard for visualizing an SDG Cities Index that is both open-sourced and legally shareable.

**Scope of the Project**

Over the course of this project, James will build an open-sourced and freely available one-page online dashboard for visualizing the SDG Cities Index. While an R-coded dashboard would be preferable, JavaScript is acceptable if that language would be more efficient. The dashboard will include the following elements (with consideration given to an aesthetic color-scheme, clean back-end coding, speed-optimization, and SEO-boosting):

*Front-End User Interface:*

* A map of the included cities in the SDG Cities Index
* A descriptive table of the SDG indicators for any city selected on the map
* A means of visualizing indicator and total score data for any city selected on the map
* A means of visualizing the overall rank of the selected city in comparison to other included cities
* A pop-up message on data sourcing and quality for visualizations provided in the dashboard
* A means of downloading the complete dashboard data set

*Back-End Server:*

* A means of loading and storing CSV-formatted data for the dashboard

In support of this work, James will provide all programing, debugging and updating within the allotted time. James will also provide browser testing on all platforms (including responsive device browsers) and make any needed changes. Any required code or images used in the dashboard should be legally specified as open-sourced and freely available for academic use. Any content that fits this description should be accompanied by an appropriate reference. Data will be supplied by Statistics Canada and any data description text will be provided by Cameron or Statistics Canada. While it is expected that James will attend SDG Cities Index team meetings in SEED at the University of Waterloo in person (likely to occur once every 2-3 weeks), James may carry out the work from any location. This project will have two milestones/deliverables:

1. First draft of the dashboard delivered by June 10, 2019 for consultation and feedback
2. Final draft of the dashboard delivered by June 28, 2019 with the consultation feedback integrated into the final draft (unless both Cameron and James agree to overlook feedback)

This project will include 6 weeks of full-time work (37.5 hours per week for a total of 225 hours over the 6-week period) for 5,000 CAD total project wages to be paid biweekly (twice per month in installments of 1,666.67 CAD). If a milestone is missed, biweekly payments will be withheld until the milestone is achieved. The start date for this contract will be May 20, 2019 with an end-date of June 28, 2019.

**Party Agreements**

As part of this contract, both parties agree to the following conditions. James agrees to build the dashboard according to the above conditions, to implement to requested dashboard revisions within the allotted timeframe and to respond to email communications from Cameron (within 24 hours of receipt). Cameron agrees to provide regular feedback (within 3 days of receipt) on the dashboard design, provide biweekly payments in a timely manner (conditional upon milestone achievement), and to respond to email communications from James (within 24 hours of receipt). After signing this contract, no part of this contract may change unless both parties agree to the changes and those changes are documented and initialed by both parties on the original contract.

**Intellectual Property**

Neither James nor Cameron will own any part of the website, which will be open-sourced and made freely available on Git Hub by January 1, 2020 (unless both parties agree to withhold or stall the publication of the website due to unforeseen circumstances).

**Signatures**

By signing this contract, I am certifying that I have read, understood and agreed to these terms of employment.

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James Sgro (Employee) Date

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Cameron McCordic (Employer) Date