FVC – WordPress & AI SOW

1. Introduction

Project Purpose

This project entails a collaborative effort with a local attorney to enhance his existing WordPress website, which is utilized for advertising his legal services. The primary objective is to implement specific modifications to the current site, with a key focus on adding a new, dynamically integrated page. This page will feature a grid layout showcasing court cases pertinent to the attorney's field of legal expertise.

To populate this grid, data will be systematically scraped from the Utah State Courts public website. A crucial aspect of this process is to ensure the accuracy and relevance of the data, which involves careful prevention of duplicate entries. Furthermore, the grid will be designed to include advanced filtering capabilities, allowing for easy navigation and user-friendly interaction. This enhancement aims to provide an up-to-date and comprehensive overview of relevant court cases, thereby adding significant value to the website's content and utility for its users.

2. Project Overview

Building on the outlined Project Purpose, this section delves into the specifics of the project at hand. Following this introduction, we will comprehensively detail the various aspects and phases of the project. This includes the precise modifications to be made to the existing WordPress site, the development and integration of the new page featuring a grid of relevant court cases, and the technicalities involved in scraping and accurately presenting data from the Utah State Courts public website. The upcoming segments will outline each component of the project, ensuring a clear understanding of the objectives, methodologies, and expected outcomes. This overview serves as a roadmap for the project, guiding all involved parties through the planned enhancements and functionalities that are aimed at significantly improving the utility and user experience of the attorney's website.

3. Scope of Work

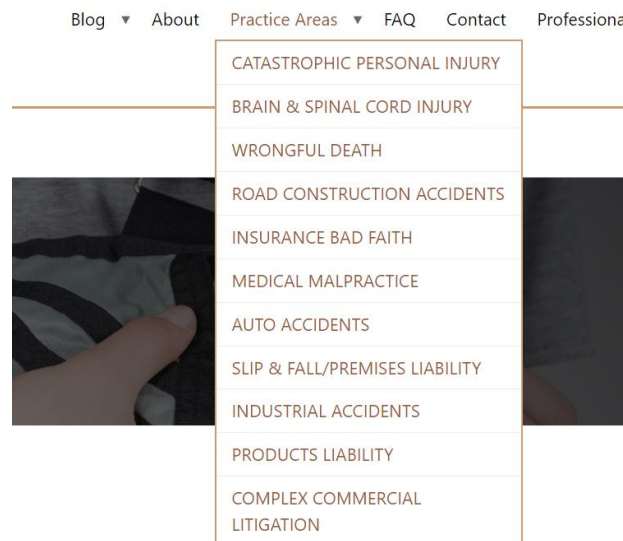### WordPress Site Changes:

The current URL for the website is: https://www.salt-lake-catastrophic-injury-attorney.com/

The Login Page for the website is: https://www.salt-lake-catastrophic-injury-attorney.com/wp-login.php

The primary changes that are being requested are as follows:

1. Adding a global search to the blog posting page:
   a. https://www.salt-lake-catastrophic-injury-attorney.com/blog/
2. Formatting the blog posting page
   a. Right now the listing of the posts are encroaching on the Image associated with the post.

   i.
3. The Practice Area Hero section images are being changed out and need to be optimized for web consumption.

   a.
   b. i.e. https://www.salt-lake-catastrophic-injury-attorney.com/catastrophic-personal-injury/
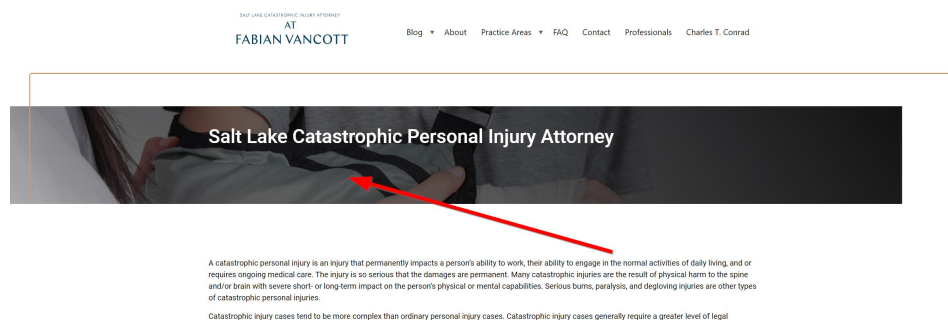
   c.

      d. We will want to convert to webp format. You can do this
         via various free sites on the web or via a python script,
         or other image editing software.

Web Scraping:

We will be scraping data from the https://legacy.utcourts.gov/ site each night. We require that this information be saved in the mySql database housed in AWS, in the same environment that the WordPress site is being hosted.

We will be pulling the list of "Locations" or courts from the following url: https://legacy.utcourts.gov/cal/reports.php

This rarely changes, but we will want to check for any changes each night as well.   The list of this information will be saved in the mySQL database.

There will be a Boolean field that we will be able to set in that table to select which locations or courts we will be scraping from. This will be used in the next step of the web scraping process.

Once we have the selected courts to check, we will want to loop through all pages returned for each selected Case. Once in we will need to collect the information shown in the image below:

Court Case Details

Each row return will be saved into the database. As many of these will be duplicates from previous days, we will need to ensure that only new records are added. The unique fields that determine a new record will be as follows:

1. Case_number
2. Trial_type
3. Court_time
4. Court_date

We will need to ensure that this job will be run each night. To ensure that this cadence is followed, we will run an AWS Lambda function. We will want to run this in Python.

All of this information is publicly available without licensing requirements, so there is no legal ramifications that you will need to worry about.

4. Project Phases and Timelines

Initial Phase – 1 Day

Key Information:

1. Access to the AWS environment
2. Access to the WordPress site
3. Access to the DB

Key Milestones:

1. Confirmed access to all environments, sites and applications
2. Verification that you have access to the public Utah State Courts site and an understanding of the data that it presents.

WordPress Phase – 4 Business Days

Key Information:

1. Image Files necessary for the WordPress Site modifications.

Key Milestones:

1. Search Box functional – Global Search of all Published WordPress Posts for the site. Ensure that the mobile view of the page allows for easy use of the search box.
2. Visually Appealing white space/padding around the image, creating visual white space between the image and the text for the post listing. Ensure that the mobile view is equally visually appealing.
3. Updated image replacement for Hero sections of "Practice Areas" on the site. Images in webp format for optimal image rendering for web and mobile viewing.

Web Scraping and WordPress Grid Page – 8 Business Days

Key Information:

1. None

Key Milestones:

1. New Page hosting grid with searchable access to the court cases. Will have the ability to search against any column in the grid. Please use datatables JS library for this grid. Search and Paging should be an AJAX call, as the number of court cases can be rather large, and may cause slow downs or timeouts when displaying the number of rows. Please show 50 lines per page.

2. AWS Lambda Function for scraping. This will be a python solution (one or many files) and I will have my cloud engineer setup the scheduled running.
3. Testing to ensure that the function and page work together.

5. Deliverables

Please see the Project Phases for details on the Deliverables to this project.

6. Project Management

I will be the primary contact for this project. The following will be means in which you can contact me:

1. MichaelStahle@nascencetechnologies.com
2. Skype: live:cio_199
3. Phone: 001-801-833-3420

7. Technical Requirements and Resources

All resources for development of this application will be provided by the contractor. All computing assets hosting the site and AWS Lambda function will be hosted and managed by Nascence Technologies.

8. Budget and Payment Terms

This section will be negotiated.

9. Legal and Compliance Considerations

In this project, a critical aspect is the adherence to legal standards and the management of intellectual property (IP). It is explicitly stated and agreed upon that all work performed and intellectual property created in the course of this project will be the sole and exclusive property of Nascence Technologies. This encompasses, but is not limited to, any developments, enhancements, coding, designs, documentation, and innovations conceived or executed during the project.

Furthermore, any future use of these materials, concepts, or any derived works by any party, including the contractor, will require a formal license agreement with Nascence Technologies. The use of such intellectual property without proper licensing or outside the agreed terms will be considered a violation of this agreement.

This clause ensures the protection of Nascence Technologies' intellectual property rights and sets a clear framework for any future usage or licensing of the work product developed during this project. It also highlights the commitment to ethical practices and legal compliance in all aspects of the

10. Acceptance Criteria

For the successful completion and acceptance of this project, we stipulate stringent criteria that must be met. Foremost, we require that all technical solutions delivered are free from defects. This encompasses the full spectrum of the project's scope, including website modifications, the integration of the new page, and the web scraping functionality. The solutions must be fully operational, meeting all specified requirements and functioning seamlessly in the intended environment.

Additionally, comprehensive documentation is essential for each component of the solution. This documentation must include, but is not limited to, user manuals, technical guides, and maintenance procedures. It is imperative that all documentation is thorough, clear, and easily understandable, providing detailed instructions for operating and managing the solution effectively.

Furthermore, all documentation must be provided in English, ensuring clarity and accessibility for all stakeholders involved. The completeness and quality of the documentation will be rigorously reviewed as part of the acceptance process. Only upon meeting these criteria - defect-free technical solutions and complete, English-language documentation - will the project deliverables be deemed acceptable and approved.

11. Amendments and Changes

In the event that amendments or changes to this Statement of Work (SOW) are deemed necessary, it is mandatory that these alterations are formalized in writing. Any proposed modification to the original scope, deliverables, timelines, or any other aspect of this SOW must be clearly documented and mutually agreed upon by both parties.

Moreover, it is essential that both parties - Nascence Technologies and the contractor - provide their official signatures on the documented changes, thereby endorsing and authorizing the modifications. This process ensures that both parties have a clear and shared understanding of the new terms and conditions of the project.

In instances where these changes have financial implications that could affect the overall project budget, such impacts must be thoroughly reviewed and explicitly approved by both parties. No additional work that incurs extra costs will be commenced until there is a mutual agreement on the financial adjustments and a formal amendment to the SOW has been signed by both parties. This clause is put in place to maintain financial transparency and control throughout the duration of the project, ensuring that all parties are aligned with any alterations to the project scope and budget.

12. Sign-off

Upon the successful completion of this project, Nascence Technologies will provide formal written approval, signifying the fulfillment of all project requirements as outlined in the Statement of Work. This approval will be conveyed via email, serving as an official acknowledgment of the project's satisfactory completion in accordance with the agreed-upon standards, specifications, and criteria. This email will be sent from an authorized representative of Nascence Technologies and will serve as the final sign-off document, marking the closure of the project and the fulfillment of all contractual obligations by the contractor. The receipt of this written approval via email is a crucial step, as it formally signifies the acceptance of the work and triggers any final processes or payments as stipulated in the agreement.