# WIDE EYE PARALEGAL SERVICES Web Design Project PROPOSAL

Web Designer: Gloria Lai

## Foreword from Web Designer Gloria...

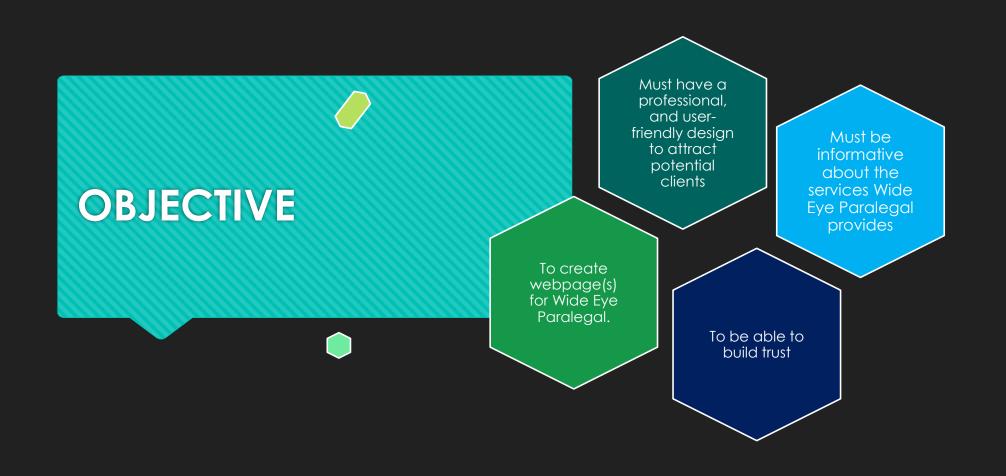
This is my first ever web design project that I work with a client. This is my very first website I would put into my portfolio as a sample choice in the future.

I am excited to work with my client, Wide Eye Paralegal Services.

I promise I will only deliver the best.

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#### COMMUNICATION PLAN

1) We are meeting on Oct 24, 2019 for our first meeting.

- Meet and greet
- Discuss fundamental meaning, core values and beliefs of Wide Eye Paralegal
- Discuss about features client would like to add to his webpage(s). le: colour scheme, layout, etc.

- In-person
- Phone-call
- E-mails\* (preferred)
- Text/watsapp

2) Moving on, we will conduct weekly follow-ups by any of the following communication methods:

## COMMUNICATION PLAN Continue...

3) A Client Portal page has setup for client to view the progress of Wide Eye Paralegal's web design. Client will find:

- Minutes of meetings and outcomes
- This proposal
- Wireframes
- Mockups
- Prototypes

# PROTOCOL FOR CHANGE

Any changes to the design, please communicate via e-mail: hlai16@myseneca.ca

### For cancelling or making changes to meeting(s):

- Please give 2 days advance notice if possible.
- We can always setup meeting via watsapp, or phone-calls.

#### STATEMENT OF SCOPE

Statement Of Scope (SoS)					
#	ITEM	IN SCOPE	OUT OF SCOPE		
1	Font	Research appropriate font; Discuss with client; Add it to code;	Create a new font; Use Adobe font;		
2		Research industry standard colours; Discuss with client; Create colour scheme; Embed in code;	Will not keep changing colour schemes based on client's likes/dislikes on a given day;		
3		Research industry standard layouts; Discuss with client; Fixed horizontal nav bar; CMS (Content Management System), mobile responsive design	Paid theme in WordPress; Ecommerce;		
4	Validation	use w3c validators to validate html, and css codes before presenting to client	make validation errors purposefully to suit a layout issue		
5	Accessibility	Research an accessible design, make good use of web wave.	ignoring accessibility because clients want a flashy design.		
6		mobile first, mobile responsive design, suitable for all devices, using media query.	making a completely new design to suit for difference screen sizes		
7			writing contents for clients, producing/buying images for clients, or plagiarizing someone else's contents		
8		Research the correct layout, with nav bars to all other pages, and contents and features clients request to put in such as client's brief intro, and picture	writing contents for clients, producing/buying images for clients, or plagiarizing someone else's contents		
9			writing contents for clients, producing/buying images for clients, or plagiarizing someone else's contents		
10		Research the correct layout, with nav bars to all other pages, and contents and features clients request to put in such as map, directions, etc.	writing contents for clients, producing/buying images for clients, or plagiarizing someone else's contents		
11		Download free images; Photoshop (crop and optimize), modify; embed in web design;	Take videos or photos; Purchase images/videos; Complex photoshop modifications to images; Edit videos;		
12	Logo	depends on time, may design for client so long it is something photoshop can manage, or downloading free icons.	paid for icon designs, unless clients agree covering the cost.		
13	Web 2.0 Technologies (Social Media)	Design and code Font Awesome Icons and links to client's Facebook,	Manage communications to all the FacebookAccounts		
14	SEO	Minimal SEO, Create basic meta tags			
	Multi-Page Website	Create multi-page website as per client's choice;	No more than 5 pages;		
16	Web Domain	Connect domain	Buy and maintain domain contract		
17	Web Hosting	Upload to Host Server	Buy subscription plan for hosting		
18	Other	Services related to web design and free of charge	Requests that aren't related to web design and requires costs		
19		Briefly giving advice, or encourage client to google for tutorials to use wordpress whenever he wants to update his site in the future.	Offering free tutoring, or maintaining or updating webpages		

#### Statement of Deliverables (SoD)

#	DESIGNER BASED FEATURES	#	CLIENT BASED FEATURES
1	Four Design Features	1	lmages/Video
1.a	Font	2	Social Media (in the future)
1.b	Colour	3	All contents
1.c	Layout	4	Website Domain
1.d	Navigation	5	Website Hosting
2	Wireframe	6	testimonials (in the future)
3	Mockups	7	cost-required stuffs (if any)
4	Web Funtionality:	8	Contact form (contents)
<b>4.</b> a	W3 Validation		
<b>4.</b> b	Accessibility		
4.c	Responsive		
5	logo modification/scaling		
6	Photoshop editing		

# STATEMENT OF DELIVERABLES

#### THANK YOU!

I thank Jerry Hanus for giving me this opportunity to create a website for him. Thank you for supporting the Seneca Webmaster Program Students by participating in this Web Design Project.