

Section 1: Metadata

to be filled by the student

1.1. Project Information to be filled by the student

Title: Website and E Commerce Store Development for Shumaila Vocational Institute	
Start: 10th April 2025 (As soon as approved)	End: 25th May 2025 (Tentative)

1.2. Student(s) Information

Name: Muhammad Huzaifah Riaz	ID: mr07741
Cell: 03101026543	Batch: 2025
Name: Muhammad Shoaib Khursheed	ID: mk07149
Cell: 03351335706	Batch: 2025

1.3. Client Information

Organization Name: The Bridge School & Shumaila Vocational Institute	Contact: 0314 2231261
Address: W4HQ+354 Karachi City, Block 4, Mughal Hazara Goth Block 4 Gulistan-e-Johar, Karachi Bab ul Islam masjid, Street 1, D 3 area Baldia, Karachi, 75150	
Supervisor: Sabeen Fatima	Cell: 0315 2968307
Email: sabeenf32@gmail.com	

Section 2: The Project

to be filled by the external supervisor

2.1. Project Description: *Please provide a brief introduction of the project including its scope.*

Introduction: This project aims to support Shumaila Vocational Institute, a prominent organization located in Baldia, in expanding its social impact and business operations. The institute, which collaborates with notable sustainability organizations like WWF and Green Arc, has historically produced sustainable and hand crafted products as part of other organizations' projects. However, with the launch of their own brand, **Neelum's Choice**, Shumaila Vocational Institute is venturing into the creation and sale of handmade products crafted from sustainable materials. To facilitate their growth and outreach, the institute requires a robust online presence.

Scope of the Project: The core objective of this project is to design, develop, and implement a fully functional **website and e-commerce platform** for Shumaila Vocational Institute. This platform will achieve multiple goals, including:

1. Website Information Hub:

- ☐ The website will serve as an informational hub, detailing the institute's work, partnerships, and sustainability initiatives.
- ☐ A dedicated section will explain the entire sustainable manufacturing process, from sourcing materials to the final product.

2. E-Commerce Store:

- ☐ An e-commerce store will be integrated into the website, allowing customers to browse and purchase Neelum's Choice products directly.
The platform will support secure transactions, user-friendly browsing, and easy navigation to
- ☐ encourage sales and customer retention.

3. Sustainability and Process Transparency:

- ☐ The website will showcase the sustainable practices behind Neelum's Choice, providing transparency about the ethical production processes.
Customers and stakeholders will have access to detailed information on how each product is
- ☐ made, reinforcing the brand's commitment to environmental sustainability.

4. Training and Handover:

- ☐ Upon completion of the website and store setup, a comprehensive training session will be conducted for Shumaila Vocational Institute's staff. This will ensure they are equipped with the skills needed to manage the website, update product listings, process orders, and handle other aspects of the e-commerce store.
The website and e-commerce platform will be fully transferred to the institute, empowering
- ☐ them to independently run their online business and continue growing their brand.

Khidmat Proposal Form

By addressing these needs, this project will contribute to Shumaila Vocational Institute's efforts to promote sustainable business practices while empowering local artisans and creating economic opportunities within the community.

2.2. Expected Deliverables: *Please list the expected outcomes at the end of this project, e.g. a working prototype of the solution, a report, or the expected contribution to be made by the participant(s).*

1. **Fully Functional Website:** A complete, live website for Shumaila Vocational Institute, providing information about their work, sustainability initiatives, and brand, Neelum's Choice.
2. **E-Commerce Platform:** An integrated e-commerce store on the website for selling handmade products, with secure transaction capabilities.
3. **Sustainability Process Section:** A dedicated page on the website detailing the sustainable manufacturing processes behind the products.
4. **Training Materials:** A set of training resources and documentation for staff to manage the website, update product listings, and handle e-commerce operations.
5. **Staff Training:** A hands-on training session for the staff to ensure they can independently run the website and e-commerce store after the project completion.
6. **Handover of Control:** Full transfer of the website and e-commerce platform to the institute's management team.

2.3. Planned Schedule: *Kindly list the start/end dates and the timeline for the achievement of any intermediate milestones.*

Week 1:

- **Milestone:** Initial Planning & Requirement Gathering
 - ☐ Meet with Shumaila Vocational Institute stakeholders to gather requirements and content.
 - ☐ Finalize website design and e-commerce features.

Week 2:

- **Milestone:** Website Design & Development (Phase 1)
 - ☐ Create wireframes and mockups for the website design.
 - ☐ Develop the basic structure of the website, including homepage and information pages.

Week 3:

● **Milestone:** Website Design & Development (Phase 2)

- ☐ Continue development of website pages and layout.
- ☐ Begin integration of e-commerce functionalities, such as product listings and cart system.

Week 4:

● **Milestone:** Integration of E-Commerce Platform

- ☐ Set up payment methods and product categorization.
- ☐ Integrate the e-commerce platform with the website.

Week 5:

● **Milestone:** Sustainability Process Page Development

- ☐ Design and integrate the sustainability process page on the website, explaining the ethical production process.

Week 6:

● **Milestone:** Testing & Quality Assurance

- ☐ Conduct thorough testing of all website functionalities (e-commerce, mobile responsiveness, user experience).
- ☐ Debug and optimize the platform.

Week 7:

● **Milestone:** Training Materials Creation and Staff Training

- ☐ Develop training materials, guides, and videos for staff on how to manage the website and e-commerce store.
- ☐ Conduct training sessions for Shumaila Vocational Institute staff on operating the website and managing the e-commerce platform.
- ☐ Final handover of website and e-commerce store control to the institute's team.

2.4. Modus Operandi: *Kindly explain the mode of operation i.e., how often and for how long should the student should visit your site, can they work remotely, how you will supervise them*

- **Initial Meeting:** The project will begin with an in-person meeting with Shumaila Vocational Institute to discuss the project scope, requirements, and objectives. This meeting will ensure all parties are aligned before proceeding.
- **Ongoing Progress Meetings:** After the initial setup, we will meet in person periodically to review progress, gather feedback, and make any necessary adjustments to the project. These meetings will ensure that the project stays on track and meets the institute's expectations.
- **Product Details & Sustainability Process:** We will meet with the institute's team to gather detailed product information, including images, descriptions, and insights into their sustainability processes.
- This will be crucial for integrating accurate and informative content on the website and e-commerce platform.
- **Remote Work:** Students involved in the project can work remotely for the majority of the tasks such as website development, e-commerce platform integration, and content creation. Communication and updates will be conducted via emails, virtual meetings, and project management tools.
- **Supervision:** The project will be supervised through regular in-person meetings and ongoing virtual communication. Continuous feedback will be provided during these check-ins, and progress will be monitored to ensure all milestones are met. The students will also have access to necessary resources and guidance as needed.
- **Final Staff Training:** Once the website and e-commerce store are ready, we will conduct an in-person staff training session to ensure that the team at Shumaila Vocational Institute is fully capable of managing the platform independently. This training will include how to operate the website, manage products, process orders, and update content.
-

2.5. Comments: *Kindly mention any special requirements you expect and/or any comments you might have.*

Khidmat Proposal Form

Huzaifa Riaz



Name and signature of student

Habib University, April 16th, 2025

Location and date

M. Shoaib Khursheed



Name and signature of student

Habib University, April 16th, 2025

Location and date

Sabeen Fatima



Name and signature of external supervisor

The Bridge School, MHG Campus, April 15th, 2025

Location and date

Name and signature of internal supervisor

Location and date