# Scope of Work Document

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Client: Camp 31, LLC

Project: Restaurant Website Development

Date Prepared: February 5, 2022

## Overview

This project involves the design and development of a new website for use by Camp31 [client]. The client does not currently have an established website. Ease of use for customers will be critical as visitors will need to access the website for information such as menus, hours, catering, and more.

The scope and tasks required to complete this project will follow the timeline outlined within.

## Scope

Below is the project scope of the Camp31 Website:

**Website Design and Development**

A predetermined theme will be the basis for the design of the website. Coding and design will be done by Maria Ramos and will be continuously improved during the development process by getting feedback from Client.

**Information Architecture**

The pages for the site will include:

* Menus (lunch, dinner, specials, happy hour, etc)
* About
* Catering
* Reservations - CityView
* Join us / apply

The features of the site will include:

* Main menu on home page with navs to other pages
* Slider of images - staff, food, building inside and external

**Host and Domain Setup**

Hosting will be sourced and set up for the requested domain. Maintenance of the account will fall to the Client at the conclusion of the project.

## Description

The Client [Camp31 BBQ] would like a website for their restaurant. This will be the first web application for their establishment, and will be primarily used by customers who are or would like to visit the restaurant. Since there has historically not been a website, the client would like a simple, clean, and user-friendly web application. Further development and add-ons can be incorporated over time.

## Core Site Elements

Refer to Toni’s example (screenshots in Slack)

Create a section called “Website Development” or “Website Specifications.” The name is up to you. If you have specific ideas about how you want the site built out or renovated, then state that. For instance, you can state that you want the site to be implemented in static HTML.

## Tasks

The tasks required to achieve the scope as described above are as follows:

**Task 1: Site Design and Content**

The initial content provided to us will be entered onto the site pages. This will include text and pictures for each page to be created with the initial setup.

**Task 3: Browser Testing**

The site will be tested to make sure it works with modern desktop web browsers - specifically, Mac OS and Safari broswer.

## Deliverables

Create a section called “Deliverables.” Deliverables are those things that you want the vendor to turn in to you either at various intervals or at the end of the entire project -- all HTML files, the graphic design files or a site map, for instance.

EXAMPLE FROM JACINTH: “On my homepage I have a banner running across stating the daily special”

The following Deliverables will be associated with this project:

**Deliverable 1: Website Design**

Following your brief being sent to the designer, we will deliver two draft website design concepts within 2 weeks. One must be chosen for further development. We will allow for one round of editing before digital signoff is required to move forward to building the site.

**Deliverable 2: Draft Version of Website**

Once we have been provided with the content for the site, this will be loaded in and testing can begin. Digital sign off will be required before deploying to the Staging Site.

**Deliverable 3: Draft Version of Website**

Once final testing and edits are complete, the site will be deployed to the [CLIENT NAME] domain at XYZ. We will then require final sign off and the following components will be delivered.

## Components

The following Components will be associated with this project:

**Component 1: Website Account and Login**

Account and Login details will be set up for 1 Admin level who can then create further accounts at User level. An explanation and 30 mins training on this will be given.

**Component 2: Site Backup**

A hard backup copy of the files associated with the site will be delivered on completion to the client on a USB stick, as well as backed up to [XYZ ] location.

**Component 3: Training Documents**

A reference document outlining how to make updates to the site along with a link to online resources will be emailed on completion of the site.

## Timeline

Create a section called “Timeline” or “Project Schedule.” Detail when you’d like things to get done. Set milestones -- for instance, state how you want to see specific progress every two weeks, and then name the things that you want to see happen. This section can also include the final completion date.

**We have drafted the below schedule for this project and its relevant stages:**

| **Task** | **Due Date** |
| --- | --- |
| Sign statement of work | February 9, 2022 |
| Finalize design | Date, month,year |
| Client provides content | Date, month,year |
| Finalize testing | Date, month,year |
| Deploy to staging site | Date, month,year |
| Deploy to client domain | Date, month,year |
| Final sign off and receipt of components | Date, month,year |