South End Community Day Care Closing Contract

This contract verifies that the Dalhousie Community Outreach team working on the South End Community Day Care website in the Summer term of 2016 has fulfilled the work agreed upon by the team and client which was outlined in the Statement of Work document.

The agreed upon scope of the project from the Statement of Work is outlined in Table 1. Please review each item in the table and veryify that the team has delivered each piece of agreed upon work.

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| --- | --- |
| *In Scope* | *Out of Scope* |
| * Visually improving the website with an updated layout to be agreed upon by the client and the team * Adding a status feature to declare whether the facility is open or closed to the homepage that can be updated by the daycare staff * Creating a feature that allows the addition of video content to web pages * Letting new prospective parents add their children to the waiting list by filling out a form * A feature to allow the staff to maintain and update the waiting list * Creating a document containing non-technical step-by-step instructions for site administration * 3 one-hour training sessions about the functionality of the website for the staff at the daycare site * Deploying the website on to the client’s server * Researching and recommending a solution for storing, accessing and updating medical records of students | * Making the website functional on multiple devices or resolutions * Maintaining the website after the hand-off to the client * Implementing a system for the storage, access and updating of medical records of students * Implementing a file sharing system for members of the daycare board |

Table 1 Project Scope

