



## Statement of Work

---

[Content Management System for M.P Social Justice and Disabled Welfare Department Web Portal]

Revision Date:	09-Mar-2021
Revision Number:	1.0
File Name:	SoW MP_Social_Justice_WebPortal_V_1.0

**Contents**

1. Executive Summary..... 3

2. Project Scope [Modules]..... 3

3. Use Case Identified as Per Different Roles ..... 7

3.1 Portal Admin – [Web Interface]..... 7

3.2 Content Management System - Editor [Web Interface]..... 8

3.3 Content Management System - Publisher [Web Interface] ..... 8

3.4 Normal Visitor [Web Interface] ..... 8

4. Key Assumptions..... 8

5. Deliverables ..... 8

6. Sign off Page for SoW MP\_Social\_Justice\_WebPortal\_V\_1.0 ..... 9

## 1. Executive Summary

This Statement of Work describes the goals, objectives; requirements, scope and MAP\_IT COE approach to assist with the development of the **Content Management System** based web portal for **Social Justice and Disabled Welfare Department Bhopal, Madhya Pradesh**.

Purpose of this portal is to facilitate **Social Justice and Disabled Welfare Department Bhopal, Madhya Pradesh** department level user to manage the static content under various sections and sub section which will be accessible to the normal citizen/visitor of the portal to view the details published by the Social Justice and Disabled Welfare Department Bhopal, Madhya Pradesh.

## 2. Project Scope [Modules]

- User Management
  - Portal admin of the portal can manage the department user profile; each user registered on the portal will be mapped with predefined role with defined set of privileges to access the portal.
  - Following are the user roles that can be created by the portal admin
    - Editor (Maker) - This user role can add or update the static page content, but they can't publish the page.
    - Publisher (Checker) - This user role can add or update the static page content, they can also review and publish the pages updated by the maker.
  - To create a new profile portal admin have to enter the mail id/user name, full name, select the role from the drop down (Maker or Checker) and then save the details.
  - Once profile is created by the portal admin respective user will receive their login credential on registered email id.
  - System admin can also enable or disable any of the registered profile from the portal.
- Content Management System
  - This Content Management System will allow the admin, editor(Maker) and publisher(Checker) users to manage the static content of the website as per the finalized design.
  - Following are some of the major section which is available for the authorized user of the portal to manage the content.
    - **Home:** This section allows the authorized user to manage the content of the home page, image and about the department summary.

- **Manage Pages:** This section allows the authorized user to add new static page over the portal. To add a new page authorized user have to provide below details
  - Page Title – They have to provide the title of the page
  - Static Content – They have to add the content in the available editor which needs to be published over the portal.
  - Menu or Sub Menu – They can select the Menu and Sub Menu of the page under which this static page will be available.
- **Menu Manager-** This section allows the authorize user to manage the Menu and Sub Menu hierarchy ,to add the menu or sub menu user need to add the title of the menu or sub menu and define the level under which this menu or sub menu will be available.
- **Slider (Top & Bottom)** – This section allows the authorized user to manage the Slider images which will be available on the home page of the portal , they can add new banner image of the predefined size over the portal.
- **Manage Employee Information** – This section allows the authorized user to manage Employee information, to add the employee information user need to add the employee name, designation, Select the type of document and upload pdf file of the relevant document in the predefined size over the portal.
- **Manage RTI** – This section allows the authorized user to manage RTI, to add the information over the portal user need to add the title, description and upload pdf file of the relevant document in the predefined size over the portal.
- **Manage Navachaar va Ullekhaneey Kaary–** This section allows the authorized user to manage Navachaar va Ullekhaneey Kaary over the portal, to add the information over the portal user need to add the title, description and upload pdf file of the relevant document in the predefined size over the portal.
- **Manage Awards & Honors** – This section allows the authorized user to manage Awards and Honors over the portal, to add the information over the portal user need to select the sector, add subject, select date, select financial year and upload pdf file of the relevant document in the predefined size over the portal.
- **Manage Seniority List** – This section allows the authorized user to manage Seniority List over the portal, to add the information over the portal user need to add designation, select financial year and upload pdf file of the relevant document in the predefined size over the portal.

- **Manage Video Conference** – This section allows the authorized user to manage Video Conference over the portal, to add the information over the portal user need to select date and upload pdf file of **Agenda Points, Presentation and Action Statement** in the predefined size over the portal.
- **Manage Google Sheets** – This section allows the authorized user to manage Google Sheet Link over the portal, to add the information over the portal user need to select section, add subject, user and Google link over the portal.
- **Manage Acts & Rules** – This section allows the authorized user to manage Acts & Rules over the portal, to add the information over the portal user need to add issued by, select date, select category, add subject, add issued to and upload relevant document in the predefined size over the portal.
- **Manage Orders and Circulars** – This section allows the authorized user to manage Orders and Circulars over the portal, to add the information over the portal user need to add issued by, select date, select category, add subject, add issued to and upload relevant document in the predefined size over the portal.
- **Manage Forms** – This section allows the authorized user to manage Forms over the portal, to add the information over the portal user need to add form no., title of the form, select form type, add issued to and upload relevant document in the predefined size over the portal.
- **Manage Tenders** – This section allows the authorized user to manage tenders, to add the information over the portal user need to add title, select date from, select date to , enter remarks(if any) and upload relevant document in the predefined size over the portal.
- **Manage Administrative Reports** – This section allows the authorized user to manage administrative reports, to add the information over the portal user need to select financial year and upload relevant document in the predefined size over the portal
- **Manage Schemes** – This section allows the authorized user to manage schemes, to add the information over the portal user need to add title, introduction, purpose of the scheme, eligibility, benefits, process and **select document type, add document title, select date of issue, enter file size and upload relevant document** in the predefined size over the portal.

(Note: Words highlighted in bold can be added multiple times against a scheme.)

- **Who's who** – Under this section they can manage the Social Justice and Disabled Welfare Department Bhopal, Madhya Pradesh hierarchy along with the name of the designated officer, designation of the department officer and other contact details.
- **Important Links**- This section allow the user to manage the important links which will be available to the citizen, to add a new link user have to enter the title of the link and URL.
- **Important Websites**- This section allow the user to manage the important website details which will be available on the footer of the home page.
- **Manage Gallery** - This section allow the user to manage gallery, to add a new image or video to the gallery section the user have to enter the title of the image or video and upload image in case type is image as per the predefined size over the portal / Enter the embedded URL of the video.
- **Manage Career** - This section allow the user to manage career, to add a new information the user have to enter the title and upload relevant pdf file as per the predefined size over the portal.
- **Manage Events** - This section allows the authorize user to manage the events, to add the events user need to add the title of the event, description of the event, select date from, select date to, add event subject, select category and upload relevant documents as per the predefined format and size over the portal.
- **Manage Social Media links** - This section allows the user to manage the social media links for various social platforms. When normal citizen or visitor clicks on this link they will be redirected to the respective URL.
- **Manage News and Press Releases** - This section allows the user to manage the News and Press Releases, to add the information the user needs to add the title, description and upload relevant document as per the predefined format and size over the portal.
- **Manage Minister's Photo** - This section allows the user to manage the photograph of the minister(s) over the portal, to add the information the user needs to add the Name, designation and upload relevant photo as per the predefined format and size over the portal.
- **Manage Downloads & Links** - This section allows the user to manage the downloads and links, to add the information the user needs to add title, description and link over the portal.

- Content published from the web portal will be available for the normal visitor of the website.
- Any changes done by the CMS editor needs an approval from the Admin user or publisher, and once after the approval of the admin user or publisher content will be published on the portal and available for the normal user to view the content.

### **3. Use Case Identified as Per Different Roles**

Following are the different type of user identified for the development with the activities they can perform using this platform.

#### **3.1 Portal Admin – [Web Interface]**

- Admin can manage their profile details from the admin web interface, they can change the password and their profile details (except their login id).
- Portal admin can manage the profile of the following user
  - Editor (Maker)
  - Publisher (Checker)
- They can enable or disable any of the registered user profile from the portal.
- To add a new profile admin needs to follow below steps
  - They have to enter the first name and last name of the user.
  - Select the user role – Editor or Publisher
  - They have to add the email id of the sub admin

Once they add these details and click on the submit button a system generated mail with default password will be sent on the provided email id of the user newly added.

- Admin can manage the content of the website from the content management system as per the finalized design of the website.
  - This content management system will allow the admin to update the static content, upload image on the predefined placeholders. They can also upload the downloadable PDF or MS word File on the static pages.
- When editor update any content for the active pages of the website then it comes to the admin or publisher user for approval.
- Admin can view the list of the content pending for the approval updated by the registered editor of the website. Once admin approve the content it will published on the front end website.

### **3.2 Content Management System - Editor [Web Interface]**

- Editor manages their profile once after they logged in with their registered profile.
- They can manage the contents for the following modules like Photos, News, Event and Tender of the portal.
- Updates done by the CMS editor will be sent to the admin or publisher and once after their approval content will be published on the portal.

### **3.3 Content Management System - Publisher [Web Interface]**

- Publisher manages their profile once after they logged in with their registered profile.
- They can manage the contents for the following modules like Photos, News, Event and Tender of the portal.
- Once content is published it will be available over the portal.

### **3.4 Normal Visitor [Web Interface]**

- Normal visitor of the website can browse the static pages; they can browse the page content and download the available files from the pages if available.
- They have the option to search the content from the website.

## **4. Key Assumptions**

- Content of the static pages can be managed as per the finalized design only.
- Estimation for Work flow based modules will be shared separately this proposal only includes the Content Management System details.

## **5. Deliverables**

The solution includes following phase wise deliverable:

- Web Interface for Admin
- Web Interface for Editor and Publisher.
- Web Interface for Front end user/visitors.



**6. Sign off Page for SoW MP\_Social\_Justice\_WebPortal\_V\_1.0****Department Details****Signature:****Name:**

Contact details:

Phone

**Title:****Date: 09-Mar-2021**