



# Scope of Work

JULY 8- 2019

Website Proposal

Prepared by



## **“Onboarding”**

The digital front door to the Arts Undergraduate Society, “Onboarding” will be split in two: one half as a portal into the (contracted) AUS website; the other as a portal into the (existing - not contracted) HAUS website.

### High Level Components/Pages

- Dynamic magnified screen
- Portal into AUS website
- Portal into HAUS website (link to existing website)

### The Work

- UX Design: 1hr
- Development: 12hr

## **“Home”**

The function of “Home” is to welcome students to the Arts Undergraduate Society. Not only will it provide users with a brief introduction to the AUS, but will also act as a go-to reference board for students to stay updated with AUS’s current activities. It’s important here that we capture the essence of the “new” AUS identity - this will be achieved via capturing their attention not only through a fresh design, but also through the “bleed purple” aesthetic which will be their initial visual-point-of-reference. The calendar and announcements board will require embedded applications.

#### High Level Components/Pages

1. “Bleed Purple” welcome page
2. Introduction page
3. Main Events Calendar (4x4 grid with pictures)
4. News/Announcements Board

#### Required Development Platforms

- Setup of CMS system to make the page easily editable
- Application development
  - Native main events calendar
  - Native news/announcement board
- Design code

#### The Work

- UX Design: 11hr
- Development: 24hr

## **“About Us”**

This section deals predominantly with the informative component of AUS' operations. While users will be able to access its various components through an expandable navigation menu, they can view the respective components via the scroll function. One notable change here will be the presentation of the handbook as a native dynamic page rather than as a PDF. We must note here, that while the Team page will be presented in a template form until the profiles of team members are delivered.

#### High Level Components/Pages

- Mission Statement (text-based page)
- Handbook (convert existing document into a native, dynamic web page with each heading as an expandable content)
- Team (expandable images with text)

#### Required Development Platforms

- Program development -- expandable content
- Design code

#### The Work

- UX Design: 7hr
- Development: 20hr

## **“Governance”**

We get it; administration can become boring for students, so the key here is to present each component in a way that is easily digestible. While users will be able to access the various components of this section through an expandable navigation menu, they can also view the respective components via the scroll function. Similar to the AUS handbook in “About us”, the constitution (currently a PDF) will be embedded into the website.

#### High Level Components/Pages

- Constitution (convert existing document into a native, dynamic web page with each heading as an expandable content)
- Budget (text page)
- Student fees (text page -- subject to change. This will be finalized after we get the final content from AUS)
- AUS Exec Meeting Minutes (Expandable menu - subject to change. This will be finalized after we get the content from AUS)

#### Required Development Platforms

- Program development -- expandable content
- Design code

#### The Work

- UX Design: 10hr
- Development: 26hr

## **“Elections”**

Similar to “Governance” it is important here to present each component in a way that conveys information efficiently. Once again, while users will be able to access the various components of this section through an expandable navigation menu, they can also view the respective

components via the scroll function. Much of the content within this section is dependent on documents and updated information provided by the AUS (note: a high level of cooperation is required).

#### High Level Components/Pages

- Info - (dynamic text page - subject to change. This will be finalized after we get the content from AUS)
- Handbook (convert existing document into a native, dynamic web page with each heading as an expandable content)
- Forms (two embedded FTP systems that will enable users to print, fill, and upload documents without leaving the site)
- Candidates (dynamic page with images, along with expandable text)

#### Required Development Platforms

- FTP systems
- Program development -- expandable content
- Design code

#### The Work

- UX Design: 10hr
- Development: 26hr

## **“Student Services”**

A total of 5 forms will be embedded into this section. Therefore, implementation of native applications will be required. Users will be able to access the various components of this section through an expandable navigation menu or a scroll function.

#### High Level Components/Pages

- Club & Conference (subject to change - 6 links that are embedded within the page will lead to another page or fillable form)
- MASS (fillable form on the webpage)

#### Required Development Platforms

- FTP systems
- Development of native forms
- Design code

The work

UX Design: 20hr

Development: 30hr

## **“Contact”**

#### High Level Components/Pages

- Contact (similar layout to current page)

#### Required Development Platforms

- Development of native form
- Design code

## The Work

- UX Design: 1 hr
- Development: 20hr

## Contract

*Between Yamo (we / us) and Arts Undergraduate Society (you).*

### Summary

*We'll always do our best to fulfill your needs and meet your expectations, but it's important to have things written down so that we both know what's what, who should do what and when, and what will happen if something goes wrong. In this contract you won't find any complicated legal terms or long passages of unreadable text. We've no desire to trick you into signing something*



*that you might later regret. What we do want is what's best for both parties, now and in the future.*

*So, in short; Arts Undergraduate Society is hiring Yamo to design and develop a website for the estimated total price of \$7555.28. Of course, it's a little more complicated, but we'll get to that.*

### **What do both parties agree to do?**

Arts Undergraduate Society: You have the authority to enter into this contract on behalf of Arts Undergraduate Society. You'll give us everything we need to complete the project as and when and, in the format, we need it. You'll review our work, provide feedback and approval in a timely manner too. Deadlines work two ways, so you'll also be bound by dates we set together. You also agree to stick to the payment schedule set out at the end of this contract.

Yamo: We have the experience and ability to do everything we've agreed with you and we'll do it all in a professional and timely manner. We'll endeavor to meet every deadline that's set and on top of that we'll maintain the confidentiality of everything you give us.

### **The nitty gritty**

We create look-and-feel designs, and flexible layouts that adapt to the capabilities of many devices and screen sizes. We create designs iteratively and use predominantly HTML and CSS, so we won't waste time mocking up every template as a static visual. We may use static visuals to indicate a look-and-feel direction (colour, texture and typography).

You'll have plenty of opportunities to review our work and provide feedback. We'll share our working Google Drive with you and have regular, possibly daily contact. If, at any stage, you're not happy with the direction our work is taking, you'll pay us in full for everything we've produced until that point and cancel this contract.

### **Content**

AUS is to send all content to YAMO by July 22, 2019. Failure to do so may result in delay of the delivery of the final website. AUS is expected to stick to the payment plan listed on page 12 of this contract regardless.

### **Design Iterations**

AUS is to provide feedback for each page within a reasonable time (12-48 hours). Failure to do so may result in delay of the delivery of the final website. AUS is expected to stick to the payment plan listed on page 12 of this contract regardless.

### **Graphics and Videos**

You should supply graphic files in an editable, vector digital format. You should supply photographs and videos in a high-resolution digital format. If you choose to buy stock photographs, we can suggest stock libraries. If you'd like us to search for photographs for you, we can provide a separate estimate for that.

### **HTML, CSS, and JavaScript**

We deliver web page types developed from HTML5 markup, CSS3 stylesheets for styling and unobtrusive JavaScript for feature detection, poly-fills and behaviors.

### **PHP and MySQL**

We deliver the backend written in PHP and MySQL. This is where the logic is done to deliver dynamic content, and where the content is stored, respectively.

### **Browser testing**

Browser testing no longer means attempting to make a website look the same in browsers of different capabilities or on devices with different size screens. It does mean ensuring that a person's experience of a design should be appropriate to the capabilities of a browser or device.

### **Changes and revisions**

We know from experience that fixed-price contracts are rarely beneficial to you, as they often limit you to your earliest ideas. We don't want to limit your ability to change your mind. The price at the beginning of this contract is based on the length of time we estimate we'll need to accomplish everything you've told us you want to achieve, but we're happy to be flexible. If you want to change your mind or add anything new, that won't be a problem as we'll provide a separate estimate for that.

### **Legal stuff**

We can't guarantee that our work will be error-free and so we can't be liable to you or any third-party for damages, including lost profits, lost savings or other incidental, consequential or special damages, even if you've advised us of them. Finally, if any provision of this contract shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this contract and shall not affect the validity and enforceability of any remaining provisions.

### **Copyright**

First, you guarantee that all elements of text, images or other artwork you provide are either owned by your good selves, or that you've permission to use them.

Then, when your final payment has cleared, copyright will be automatically assigned as follows:

You'll own the visual elements that we create for this project. We'll give you source files and finished files and you should keep them somewhere safe, as we're not required to keep a copy. You own all elements of text, images and data you provided, unless someone else owns them. We'll own the unique combination of these elements that constitutes a complete design and we'll license its use to you, exclusively and in perpetuity for this project only, unless we agree otherwise.

We love to show off our work and share what we've learned with other people, so we reserve the right, with your permission, to display and link to your project as part of our portfolio and to write about it on websites, in magazine articles and in books.

### **Budget**

	Max Rate
Total	\$7,995.00
Discount (10%)	\$7,195.50
GST (5%)	\$359.78
<b>Grand Total</b>	<b>\$7,555.28</b>

### **Payments**

We're sure you understand how important it is as a small business that you pay the invoices that we send you promptly. As we're also sure you'll want to stay friends, you agree to stick tight to the following payment schedule. Payments are to be made by cheque, payable to "Yamo". If our payment information changes, we'll let you know.

### **Timeline**

AUS content delivered: June 28<sup>th</sup>  
Design Draft MVP: July 5<sup>th</sup>  
Design Iterations : July 5<sup>th</sup> – July 12<sup>th</sup>  
Development: July 12<sup>th</sup> – August 1<sup>st</sup>  
First Website Draft: August 1<sup>st</sup>  
Website Iterations: August 1<sup>st</sup> – August 10<sup>th</sup>  
Final Website Draft: August 15<sup>th</sup>  
Performance Testing: August 15<sup>th</sup> – 19<sup>th</sup>  
Final Website Delivered: August 23<sup>rd</sup>

The total is \$7,555.28. This is \$7,195 plus an 5% GST.

### **Payment Plan**

July 29, 2019: \$2518.3

August 12, 2019: \$2518.3

August 23, 2019 (or upon delivery of final website): \$2518.3

### **The small print?**

Just like a parking ticket, you can't transfer this contract to anyone else without our permission.

This contract stays in place and need not be renewed. If for some reason one part of this contract becomes invalid or unenforceable, the remaining parts of it remain in place.

Although the language is simple, the intentions are serious, and this contract is a legal document under exclusive jurisdiction of Canadian courts.

### **The dotted line**

Signed by and on behalf of Yamo. Signed by and on behalf of Arts Undergraduate Society.

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Yamo

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Arts Undergraduate Society C/O UBC Alma Mater Society

We should both sign above and keep a copy for our records.