

SCOPE DOCUMENT FOR

QATARISLAMIC.COM UPGRADE

By

PASSION FOR CREATIVITY AND IT SOLUTIONS

December 2016

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1. PROJECT INTRODUCTION

The project will upgrade qatarislamic.com website which is attached in the scope. The upgrade should me the website looks modern neat and clean and user-friendly. The structure of the scope should follow the original website. The admin panel should be editable as the original work also. One of the important features of the website is adaptability to work on different platforms (laptops to mobile) and bi-languagal website (Arabic, default, and English)

2. PROJECT REQUIREMENTS

The chosen vendor will design a website than can accomplish the project introduction

2.1 DESIGN REQUIREMENTS

The developer will complete the design and seek client guidance in finalizing design and approval

3. DESIGN GOALS

The application must consist of following main elements and design a page that presents those elements in a clean and efficient manner

1. Search Box
 2. Categories
 3. Quick Links
 4. Multi-lingual (Arabic & English)
-

- 5. Auto resolution pages
- 6. Admin Panel
- 7. Business dashboard panel

4. HIGH LEVEL REQUIREMENTS

4.1 SYSTEM BLOCK DIAGRAM

To be developed by developer

5. PROJECT COMPONENTS

➤ Language

The web app will be 100% bi-lingual in both Arabic and English. The default language for visitors will be Arabic.

➤ Template

The design of the template will be neat and creative. The aesthetic need to be clean and clear to the visitor. Simplicity and amazing should be the feeling of the visitor's first impression. The template will be aligned according to the language it used to. For example, Arabic alignment will be from right to left

The template must provide consistent navigation, layout and styles in a manner that is user centric and intuitive. The template should utilize cascading style sheets wherever possible rather than graphics. Graphics should support and enhance both content and overall messages. Use of flash and other multimedia technologies is acceptable but should not impede access to the content. The content should be presented in such a way as to allow the template to be easily changed (re-skinned)

A. THE COMPONENTS OF THE PAGE WILL BE AT MINIMUM:

❖ Header

❖ Menu

❖ Main Body

The body content and design will depend on the page.

❖ Footer

- **Links**

- ✓ Contact Us
 - ✓ Terms & Conditions
 - ✓ Privacy Policy
 - ✓ Cookies Policy
 - ✓ Site Map
 - ✓ Browse Location
 - ✓ Browse Category
 - ✓ Contact Us
-

- **Construction Info**

- ✓ Media
- ✓ Exhibitions
- ✓ Qatar General Information
- ✓ Useful Links
- ✓ International Codes

B. THE PAGES WILL BE AVAILABLE AT MINIMUM:

The developer may combine the header and menu depending the template design. The developer can be as creative as much and propose designs to the Client. The page will contain the features of the website. Content will be agreed later.

- Home Page
- Business Dash Board
- Terms & Conditions (form of page will be agreed in template stage)
- Privacy policy (form of page will be agreed in template stage)
- Contact us (form of page will be agreed in template stage)
- Cookie Policy(form of page will be agreed in template stage)

Super admin will be able to add pages or remove them if required. And super admin will be able to return them. Super admin will be able to move a page from menu to footer at anytime required. Depending on the functions of the web app, super admin will be able to add pages that were not created by the developer, as they are part of the web app module.

C.FEATURES:

- Orientation and scrolling
 - Resolution: Template resolution will be flexible starting with mobile screen to large screen. Resolution will be adjusted accordingly.
 - Pop ads or notifications at the bottom of the pages (optional)
 - Menu can freeze on the top of the page (enabling can be done by super admin)
 - **Search System:** Search field is a graphical control element. The user can search desired information from the website. The users search will be based according to Company name, Service/Location
-

➤ **System emails and notifications:**

Notifications

- Admin

Admin will be notified of all things happen in the website.

The Client will approve the email template/format.

➤ **System Emails:**

Super admin will be able to send system emails to registred users. The super admin can filter them to groups or according to the search filter. The super admin can even send to one or multiple users even.

6. PROJECT USERS

1. Super admin: Web app super user, can manage every model/object in backend. Nobody can become a super admin from web app. Super admin is created on project setup. Super admin can add new administrators in web app with different permissions.
 2. Admin(s): Selected privileges and authorities set by super admin. Super admin will have the ability to delegate an admin if required
 3. User: Registered users but still idle. For known or unknown reason, the user did not complete the listing process
 4. Visitor: Every user first time came on website or did not listed yet
-

7. FUNCTION/MODULES

I. Project UIs

1.1. VISITOR INTERFACE

Visitors are able to view the home page of the website, browse different companies and services, can looking for information about each company, send email enquiries and can ask questions to user (business interface),can rate and write reviews about companies/services, check out or continue searching and viewing.

Visitor can see public pages:

- Home Page with various menus
 - Sign in Sign up page
 - Terms & conditions
 - Privacy Policy
 - Contact Us
 - Cookies Policy
 - Site Map
 - Browse Category
 - Browse Location
-

1.2 USER INTERFACE

User can see public pages with extended information and private pages.

- Home Page with various menus
- Sign in –Sign up page
- Terms & Conditions
- Privacy Policy
- Contact Us
- Cookies Policy
- Site Map

1.3 ADMINISTRATOR INTERFACE

Administrator has his/her protected area with full web app functionality

Administrator can :

- Manage web app pages
- Manage web app modules
- Manage web app Languages
- Manage add /delete/update main menu
- Manage users

Admin panel is the back end of the application from where the admin can manage the whole site and its content as well.

Admin will be able to control the front –end and back –end of the web app. Functions in back end will include and not limited to the following.

Login: Administrator may login in to the admin panel with the authorized username and password to get access to this panel

Site Map : View summary of the whole admin panel

Admin User Management: The User Management section shows the list of users who have registered themselves on the website View All Users of the site Search / Sort users Change the Status of User (Active / Inactive) Add/ Edit / Delete Users Send mail to the Users.

Listing Management: View all list Detail View listing Information Search category/Location/Search by company / Search by service

Email Template: There will be different templates available for different occasion like Welcome mail, forget password

System Settings (General Site Settings): View / Edit all Setting of Website General Settings Name of Site Main Site Title URL Meta Tags Information Settings Site Copyright Text Site Control Panel Title Administrator Email ID

Static Pages Management: View List of Static Pages FCK Editor provided

SEO Management: The SEO Management section helps the Site Administrator to manage the traffic & activity per- formed on Site by Users. View all Meta tags & Keywords Search/ Sort Meta tags & keywords Change the Status (Active/ Inactive) Edit/ Delete Meta Tags View all login IPs Search/ Sort IP Change the Status (Active/ Inactive) Block IP

Log out: The Administrator can log out of the admin panel from the log out link given in the panel.

7.2 Search

1. The search function will have prediction feature where suggested listing will appear
2. The user will be able to filter the search according to categories/classification/location

7.5. Reporting

The report will show details of user's filling up the form and type of activities done. Super admin can monitor and extract report on different or set periods.

7.7. Mobile/Tablet app

Users can download mobile application developed for Android and iOS devices.

Mobile/Tablet app allows users to see updates on web app and manage their data

Mobile application is very similar to responsive web app. So users have no disturbing feeling of different interfaces in web app and mobile app.

Mobile app copies functionality of web app, but adopted for small resolutions such as responsive web app.

8. PROJECT TECHNOLOGY

8.1 Production Environment

The final tested version of the application will be deployed in the production environment and will be available to the end users. This will also serve as the staging /QA environment before the first release of the application

8.2 Development Environment

The development environment will be used for developing and testing future release of the application .The version of the application deployed in the development environment will not be available to the end users and will accessible only to the developers

The development environment will also serve as the staging / QA environment for subsequent release of the application but will not be used for any performance related testing since server configurations in the development environment are not intended to replicate the production environment and thus will not give an accurate measure of how the application would perform in the production environment

8.3 BROWSER & MOBILE OS COMPATIBILITY

Latest version of Browsers

- Google
- Firefox
- Internet Explorer
- Safari

MOBILE OS COMPATIBILITY

- ios
- Android

9. PROJECT EXECUTION MODEL AND DELIVERABLES

9.1 EXECUTION MODEL

- Design layout and prototype based on client's input
 - Demo and deliver design layout and finalize the same with the client
 - Design database and architecture for the website
-

- Develop and test high risk and high priority features in the early development life cycle to ensure verification of risk before major investment are made.
- Quality assurance team will test the entire sites and report defects.
- Development team will fix the defects and ensure the quality of website
- Finally demo and deliver website to the client for the final review

These best practices in turn will help to meet the objectives of a high quality and optimal solutions in the specified timelines

9.2 ACTIVITIES AND DELIVERABLES

PROJECT PHASE

It is expected that this project may completed in the following phases. Proposals should address everything outlined in the project description, and include anticipated timeframes and proposed formats for each phase.

| Phase | Description | Deliverables | Durations |
|---|-------------|--|-----------|
| Phase I. Assessment & Planning | As below | Return brief | |
| Phase II. Site Architecture | As below | 1. Site map 2. Block diagrams As per the communication section | |
| Phase III. Mock-ups, Prototypes and Demos | As below | 1. GUIs and mock ups 2. Prototype and demo 3. Content development plan | |

| | | |
|-----------------------------------|----------|---|
| | | As per the communication section |
| Phase IV. Construction of site | As below | 1. Source code |
| | | As per the Communication section |
| Phase V. Completion | As below | 1. Reviewed and tested source code 2. Block diagrams 3. Final GUIs 4. Content providing 5. Manual |
| Phase VI. Hosting and Maintenance | As below | Check Hosting and AMC sections |

Phase I. Assessment & Planning

Vendor will provide need analysis strategy proposal, site audit assessment, and requirements documentation to the web Advisory committee.

- Need Analysis

This proposal should identify the number of focus groups that that will be consulted and an expectation for the time/contribution from various customers.

- Site Audit

A critically written assessment describing the strengths and weakness of various websites and suggesting what contents can be used from the other sites

- Requirement Documents

The document should include:

- ✓ Current research and best practices concerning the use of web technologies
- ✓ Identify the target audiences and their information needs
- ✓ Development of a preliminary site plan and functional requirements
- ✓ Identify the best way to create site visibility via major site engines and recourses used by current and potential customers

Phase II. Site Architecture

Developer will present recommended sitemap proposal based on information gathered and client requirement. Included in the sitemap will be a site outline of permissions for content liaisons based on their corresponding site responsibilities. Sitemap and site permissions outline must be discussed and approved by the Client.

The developer will produce system block diagrams for different systems and logic of the web app.

Phase III. Mock-ups, Prototypes and Demos

Developer will provide three to five website prototypes for each of the following categories

- Splash Page
- Admin Interface Page (Insertion,Deletion,Updation)
- Business Interface Page (User)
- Listing
- Company View
- Online Payment Pages

These mock-ups should show varied design directions, color palettes, etc. vendor should design with variations for medium in mind (web, print, P.D.A., etc.) Vendor will demo functionality and explanation of technical/implementation specifications. The Client will make suggestions based on templates options and vendor will return with modified designs until a consensus has been reached.

The developer is required to produce a site prototype for the Client to test out the functions and logic. One of the most important systems to have a prototype and demo for the online listing as this is the core of the web app. The logic and sequence is illustrated in

the respective section but it is not final. The developer had to develop the prototype to the satisfactory of the client with the relative function logic and interlinks. The developer will list these will demo the prototypes for Client approval within one week of award.

Phase IV. Construction of Site

- Content Development

Vendor will provide a detailed plan for gathering information, photos and other assets (graphics, charts, etc.) This plan will include a process for editing refining etc.

- Site Development

The vendor will begin populating the site in a test area.

- ✓ Prepare technical documentation
- ✓ Custom programming
- ✓ Migration Plan
- ✓ Create web maintenance schedule

Phase V. Completion

- Testing

The vendor should allow for and outline a process for testing among a varied and large-enough population for effective results. Usability testing should include aspects such as: Color, attractiveness, navigation, message, readability, etc. Vendor will make refinements based on results.

Phase VI. Hosting and Maintenance

AMC (need to price but it is optional for the client)

Plan for the year of development, following 2-3 years of hosting, and maintenance and estimated costs.

The developer is free to finish two or three stages in parallel. However, template creation will be finalized first and cannot be combined with any other stage. Detailed UIs are given under function clause.

9.3 SIGN OFF AND ACCEPTANCE OF DELIVERABLES

During the course of the project, developer will make relevant deliverables available to Client. If Client finds defects or functional issues in the deliverables, developer will rework them and re-present the deliverables for acceptance. The Client will communicate to the developer according to the protocol set in communication section.

The client will perform acceptance testing of the deliverables on their system. The developer team will assist the acceptance testing phase. Problems arising due to the defects in the realization from the starting points will be categorized as Problem Reports and rectified by the developer. Developer will attempt to solve the problems reported at the earliest.

Formal Acceptance Testing will start after Developer sends the final delivery. Developer will make out a formal Delivery Note to the Client. Client will acknowledge, review the work and approve the delivery as complete and acceptable or incomplete and unacceptable, within the number of days of delivery being made as mentioned below. If rejected, Developer will rework the software to requirements. The client will respond to the delivery note within 30 days after receiving developer notification.

10. STANDARDS AND EXPECTATIONS

1. Quality
 - a. The developer needs to have a neat architecture that will be reviewed on the stages given.
 - b. Template will be coordinated perfectly. No misalignment should be allowed.
 2. Testing
 - a. The web app is subject to third party testing
 3. Security and exploits
-

- a. Coding and development of the web app will not have holes or gaps by public users or hackers. The developer will make sure that the web app is at the highest-level security and shall notify the client of the potential risks by the end of the project. Industrial standards have to be followed to ensure website and user data security protection.
- b. Developer to provide details on security features of their proposed technologies and hosting. The technologies to be used should include robust security features to avoid unauthorized access, keep user details secure and maintain the integrity of the systems. Any reported vulnerable extensions or add-ons should not be used.

11. COMMUNICATION

- **Collaboration space**

This project will utilize a collaboration space at Freelancer.com

This space will be accessible through internet. The space will be used to store

- ✓ Project status summaries.
- ✓ Any project review documents that the core team need to access
- ✓ Other information

Project communication includes phone calls faxes emails instant messaging etc.

- **Comment Disposition Form (CDF)**

The comment form will be an updated register by the developer to reflect the client comments.

- **Request For Information (RFI)**

The developer will utilize this to send queries to the client in order to clarify points or issues with the web app.

- **Progress report (weekly)**

The report will reflect progress percentage of different project stage utilizing evidence. The developer will also need to upload the full source code and binaries in a weekly basis on freelancer.com. The cutoff of the report is Wednesday every week.

- **Meetings (chats/verbal)**

All chat dialogues or meetings will be recorded by developer and posted on freelancer.com. Weekly meeting date will be decided upon successful award. The developer will prepare the discussion agenda.

13. DEVELOPER SUBMITTALS

1. Website organization with description.
2. The web app program including all module and UIs. They need to be categorized in folders.
3. The system architecture
4. The system block and logic diagrams for all systems developed
5. Screenshots of the web pages
6. The website content material
7. The website help and operation manual for different ends
8. The final report

The report will include the software updated with all narrative and deliverables accomplished. Coding will be posted next to the respective module. Evidence will be shown in the report including screenshots and pictures of the web app.

14. HOSTING

Will be provided later by Client. Developer will upload the whole app to the host domain

15. AMC SERVICES

AMC will kick off after project completion date and will include the following:

1. Template.
Free of charge during AMC.
2. Modifications and additions.
Estimated and paid separately by additional SoW.

3. Security.
Will be included AMC.
4. Hosting spec to be recommended by developer
5. Regular maintenance period is one year and cost is TBA

Web hosting service during AMC to be:

- Availability of service - uptime 99.99%
- Site performance - site response time for user on typical internet connection.
- Capacity and scalability – details of how much traffic the site can handle in peaks
- Backup and recovery, recovery time objectives if site offline
- Access controls and site security

Support requirements

Maintenance regime to be recommended by developer for AMC. For the following error or maintenance, the following durations will be applied.

1. Normal routine: depends on maintenance regime defined
 2. Corrective or defect: During 12-18 of error report either received by system or by the Client
 3. Urgent issue or urgent defect (e.g. site is down or hacked): Received by system or Client and will be rectified on the soonest possible anytime 24/7.
-

16. GUARANTEE AND WARRANTY

Any issue with the web app that is part of the developer design architecture will be fixed any time by the developer:

- Web app defects for a period of 1 year;
- Template, next 1 month after project complete OR during AMC

17. MILESTONE RELEASE MECHANISM

Preliminary Design: 1 week
Design Revisions: 2-3 business days
Development of theme files: 1 week
Development of additional page: 1 week
Development of interior page content: 1-4 week
Launch of website: 1 week
Website Maintenance: 1 week

18. VENDOR INFORMATION

In addition to addressing the specifics outlined in this document and considerations of the conditions outlined proposals must also include the following details about your company on company letterhead

- Company Name
 - Location(s)
 - Description of company
 - Descriptions of the type of services you provide
 - Company philosophy
 - Total # of designers and developers
 - Average experience level of designers and developers etc
-

- Description of facilities, equipment and physical resources
- List of current project as well as the scope and status of each project
- Financial statements
- Disclosure of complaints, current or pending actions, legal or otherwise
- Disclosure of possible conflicts of interest
- Provide three references
- Portfolio of similar projects (live sites completed within past three years and brief explanations of each project)
- Breakdown of hours and cost assigned to each of the project's phase and an estimated total cost of the project.

19. **COMPANY AND SIGNATORY PAGE**

Company Name: _____

Business Address: _____

Telephone: _____ Fax: _____

Email: _____

House of operation: Weekdays _____

Weekend _____

Type of firm: Corporation _____ Proprietorship _____
Partnership _____ Joint Venture _____

Other (Please Describe) _____

Business License Number: _____

Number of years in business under firm name _____

Full names of firm's owners (>10% Ownership), Officers and managing employees:

Has the firm changed its name within the past 3 years?

YES ☐

NO ☐

If yes provide former name

Name (s): _____

Have there been any recent (within the last three years) changes in control/ownership of the firm

YES ☐

NO ☐

If yes explain

Have officers or principals of the firm ever had their business license suspended or revoked for any reason?

YES ☐

NO ☐

If yes please explain.

Vendor Representative _____

Authorized signature _____

Print Name: _____ Date: _____

Phone _____ Email: _____

20. SPECIFICATION & GUIDELINES

The given websites link can be used as a checklist of things to consider, techniques that can be adapted, and a reference for understanding conformance concepts and terminology.

<http://www.conteches.com/>

<https://www.hitachicm.nl/>

<http://www.alpineconstruction.ca/mobile.htm#d-home>

<https://athemes.com/collections/construction-company-wordpress-themes/>

And also consider the given below template as a reference template for developing the website
