Executive Summary

This document encompasses the scope of work necessary to construct version 1.0 of the <project name> application and make that system available on the Web for general use.
Functional Specifications

The specifications listed below outline the scope of work to be completed as part of version 1.0 of the <project name> application, hereinafter called the System. These specifications will form the blueprint from which construction will proceed. Alterations to the scope of work defined in this document may result in altered timeframes for completion and altered costs.

General Graphic Treatments

Two graphic prototypes will be developed in the first phase of this project. These will be submitted to <client name> for review and modification. Once the graphic treatment has been approved, that look and feel will be carried forward for use in the remainder of the site.

Flash Introduction and Site Tour

Blah Blah

All Pages

All pages will have navigation to the items below.

Blah blah.

Home Page (accessible by all user types)

The Home Page will be the first page viewed when accessing the System and the primary introduction for all users visiting the site. The Home Page content will be designed by <company>, and will have links to the following areas via its navigation, which will be present on all pages thereafter: Home, Register, FAQ (Frequently Asked Questions), Contact Us, and Privacy Policy.

Registration Page (accessible by all user types)

Blah Blah.

The Registration Page will be protected with SSL to ensure protection of user information during the registration process.

Users registering on the System will be required to provide the following information:

- Username
- Password
- Email Address
- Birthdate

Users of all ages will be allowed to use the system, but users under 13 years of age will be required to select a checkbox signifying they have a parent’s or legal guardian’s permission to use the System.

All users will be required to click a checkbox signifying their acceptance of the site’s Terms of Use.

**FAQ Page (accessible by all user types)**

The FAQ page will provide a list of Frequently Asked Questions to inform new and existing members of the System of its benefits. The FAQ page’s contents will be editable on-the-fly by system administrators to ensure the content is kept current.

**Suggestion Box (accessible by all user types)**

The Suggestion Box page will provide a form enabling visitors to make suggestions to the team without needing a separate email client. This is both a convenience for the visitor or member, and assurance to the visitor that the messages actually get to <client name> personnel. All messages sent to the suggestions page will appear to come from the email address provided on the form (assuming it is a valid address), which will enable personnel to respond directly to the user who filled out the form.

**Contact Us Page (accessible by all user types)**

Blah blah.

**Privacy Policy Page (accessible by all user types)**

The Privacy Policy page will contain the privacy policy for the System. The System will also broadcast a P3P privacy policy, enabling Web browsers supporting such a feature to automatically determine that the System supports a known privacy policy and is trustworthy. P3P is supported on all modern browsers, starting with Internet Explorer 6.

Note that the site will also use SSL for privacy assurance, as stated in the registration page section.

The Privacy Policies enforced on the Web site will also have to be approved by <client name>. <company> will need a copy of <client name>’s Web site privacy practices to ensure the System is in compliance.
Administrative Area (accessible only by Administrators)

Login Page: The login page will be used by administrators to login to the system. All logins will be logged in a database. User accounts will be created for users as needed.

System Settings Functionality
These pages enable an administrator to change the content and settings of the system, as follows:

User Management Tool
This tool will enable administrators to add, edit, remove, and moderate users and user account settings.

System Reports
The System will be capable of generating the following reports:

- Report 1 – Description
- Report 2 – Description
- Report 3 – Description
Major Assumptions

The timeline and budget presented in this document is contingent upon the availability of scheduled resources participating on the part of <client name> as documented in the timeline, and the project scope and assumptions defined in this document. Changes in the scope or assumptions documented herein, or changes in the availability of scheduled resources will require the timeline and budget to be re-evaluated.

Language Support

The site development will only be designed and implemented to support English language interfaces. Further development can be undertaken as a follow-on initiative to provide program support in other languages if desired.

Supported Resolution

The product will be designed to conform to a 1024x768 screen resolution. This will entail an actual available window size somewhat smaller than 1024x768 to accommodate the presence of system windows on the user’s desktop.

Supported Platforms


Supported Browsers

The site will be tested for correct functionality when running under Internet Explorer 6 or higher and Firefox 2.00 or higher. America Online uses Internet Explorer as its Web browser engine, so the site should be automatically compatible with the browser included with that software. <company name> cannot be responsible for perfect recreation of the graphic design across all browsers, as PC configuration settings, such as font size and disability assistance programs, can affect the display of the Web site beyond our control.

Product Images and Graphics

All product images and all Web site graphics will be displayed at a standard screen resolution of 72 dpi.
Project Roles and Responsibilities

The project roles section outlines the specific requirements of all participants in this project.

<company name>

Project Management

Blah blah.

Graphic Design

Blah blah.

Application Development

Blah blah.

Testing

Completing unit testing tasks in a thorough and timely manner is critical to the overall success of this initiative. Accurate and timely testing of the application, prior to making it available for user testing, is critical to the success of this project.

Development Server

Development of the System will occur at <company name>’s facilities and will be hosted on a Microsoft Windows 2003 server.
<client name>

Text Content

Text for the home page, Terms of Use agreement, Privacy Policy, and other page content will be the responsibility of <client> to ensure the System message matches what the marketing team desires.

Access to Personnel and Software

Blah blah.

Accessibility Requirements

<client name> has specific accessibility requirements. Providing these requirements, and working with <company name> to enable them and stay in compliance, will be responsibility of <client name>.

Testing

Completing user testing tasks in a thorough and timely manner is critical to the overall success of this initiative. Completing user acceptance testing for all functional elements within the plan timeline is the responsibility of <client name>.

Scope Change Control

It is the responsibility of <client name> to adhere to the scope of work defined in this document. It is understood by all parties that changes often occur during the course of development. It should further be understood that those changes may result in altering the stated project timeline and budget. It is in the best interests of both parties that scope changes during the course of the project be minimized.

Timelines

In order to control costs and meet the deadlines established for this project, it is critical that tasks assigned to <client name> be completed within the timelines established for this project. Should <client name> be unable to meet the timelines established for this project, additional costs may be assessed to offset the cost of time spent on the part of <company name>.

Status Meetings

Blah blah.
Project Timeline

The project timeline section of this document describes milestones that will be completed throughout the project.

Week 1
- Invoice #1 – Project initiation.
- Application development begins.
- Design begins.

Week 2
- Application Development Continues
- Design Continues

Week 3
- Application Development Continues
- Design Submitted to <client name> for Approval

Week 4
- Application Development Continues
- Design Approved By <client name>
- Design Integration Begins

Week 5
- Application Development Continues
- Design Integration Continues

Week 6
- Application Development Ends
- Design Integration Ends

Week 7
- Testing Begins

Week 8
- Testing Ends

Week 9
- User Acceptance Testing Begins

Week 10
- User Acceptance Testing Ends
- Appropriate Changes Are Made
**Week 11**
- Invoice #2 – User Acceptance Testing Complete
- Site Goes Live
Cost Structure

The costs associated with this project are structured as listed below:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Development</td>
<td></td>
</tr>
<tr>
<td>Web Site Design and Development</td>
<td></td>
</tr>
<tr>
<td>Invoice #1 – Project Initiation</td>
<td>XXX</td>
</tr>
<tr>
<td>Invoice #2 – Site Goes Live</td>
<td></td>
</tr>
<tr>
<td>SSL Certificate Registration and Installation</td>
<td>XXX</td>
</tr>
<tr>
<td>Fixed Costs</td>
<td></td>
</tr>
<tr>
<td>System Training</td>
<td></td>
</tr>
<tr>
<td>Total Third-Party Software Cost (fixed-cost)</td>
<td>XXX</td>
</tr>
<tr>
<td>Third Party App 1</td>
<td></td>
</tr>
<tr>
<td>Third Party App 2</td>
<td></td>
</tr>
<tr>
<td>Total Third-Party Hardware Cost (fixed-cost)</td>
<td>XXX</td>
</tr>
<tr>
<td>Recurring Costs</td>
<td></td>
</tr>
<tr>
<td>Hosting Service Cost</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>$XXX,XXX.XX</td>
</tr>
</tbody>
</table>

The total fees associated with completion of the scope of work described in this document, registration and installation of the SSL certificate, third-party hardware and software costs, no scope changes by any involved party other than <company> in this project, and excluding approved reimbursable expenses, are as follows:

- Invoice #1: $XXX.XX
- Invoice #2: $XXX.XX
- Total: $XXX.XX

If any additional out-of-scope work is required, it will be billed on a time and materials basis at $XXX.XX per hour. No out-of-scope work will be performed without first obtaining written permission from <client name>. 
Completion Criteria

This project will be considered completed upon the successful completion of user acceptance testing and go-live of the project.

User acceptance testing will consist of verifying the completion of the criteria outlined in this document. Alterations to site functionality that are required after the completion of user acceptance testing will have additional incremental costs associated with them. This does not include bug fixes to allow proper site functionality (i.e., items that cause error messages to return are bugs). However, all other alterations to site functionality, regardless of their appearance within this initial scope document, will result in billable charges after the completion of user acceptance testing.
Approval To Proceed

The signatures below constitute approval to proceed with this project and acceptance of the project scope, timelines, and responsibilities listed within this document.

______________________________________________
XXX, President
<company name>

Date

______________________________________________
Authorized Representative
<client name>

Date