

DIOCESAN

Catholic Life Every Day

Web Development Proposal

Diocese of St. Petersburg

Project (Overview and Development)

Design and Layout 75-105 hrs

- **Required Designs**
 - Design for required pages. ie: Homepage, News page, Ministries page, menu & mobile designs.
- ***Redesign 'Find A ...'.** **Additional 5-9 hrs**
 - Requires 8-10 new designs dependant upon functionality.
- ***DOSP Connect redesign.** **Additional 5-10 hrs**
 - We would need to determine if using existing functionality.
- ***Staff Module Redesign** **Additional 2-4 hrs**
 - Requires 1 new design.
- ***Additional Modules (Prayers | Job Board | Etc)** **Additional 3-8 hrs per module**

Site Build and Development 58-112 hrs

- **Basic Theme Development** **(40-80 hrs; included)**
- **Migration of Multisite to Single Site** **(10-17 hrs; included)**
- **Updating Existing 'Find A ...' functionality** **(1-2 hrs per module; included)**
 - This will be dependant on the number of updates & functionality.
- **Calendar Migration/Integration** **(2-3 hrs; included)**
- ***Development Based on New 'Find A ...' Designs** **Additional 6 hrs**
- ***Redoing Staff Module** **Additional 2-4 hrs**
- ***Development of Other Modules** **Additional 1-2 hrs per Module**

Content Development 25-36 hrs

- **Basic Content Development** **(20-30 hrs; included)**
 - Creation of homepage, news, calendar, footers, menu and other pages that do not fall into the 3 ministry templates.
- **Post Migration** **(1-2 hrs; included)**
- **Usability Test** **(4 hrs; included)**
 - Reviewing data entry, content entry and testing of pages.
- ***DOSP Connect** **Additional 2 hrs**
 - Contingent on DOSP tagging of all of their documents.

Content Migration Option Dependant

- **Option A 150 hrs**
 - Diocesan Creating Existing Pages w/Given Layout (10-20 mins/pg). Contingent on approved design & DOSP giving FULL list of which template will be used on every page & where content will be located.
- **Option B 220 hrs (Option A without Given Layout)**
 - Diocesan Creating Existing Pages (25-30 mins/pg). Contingent on approved design & DOSP giving FULL list of which template will be used on every page but not where content is located.
- **Option C 0 hrs**
 - DOSP moves all content. Diocesan will train DOSP staff & DOSP staff will move all pages. 5 hours of training included at no cost.

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Timeframe

	<u>Diocesan Sends</u>	<u>DOSP Approves</u>	<u>Notes</u>
Agreement Deadline		Monday, March 11	
Strategy Meeting	Monday, March 18	Monday, March 18	Go over page flow & templates per misc. pages.
Header/Footer	Monday, April 1	Monday, April 8	
Homepage	Monday, April 8	Monday, April 22	
3 Inner-Page Templates	Monday, April 22	Monday, May 6	
Other Designs	Monday, May 6	Monday, May 13	
Final Design Approval	Monday, May 20	Friday, May 24	Any other changes to design may result in additional time being added to development, thus pushing the launch date noted here.
Development Begins	Friday, May 31		
Content Migration	Friday, June 7		Diocesan exporting each site's content & posts.
Content Deadline	Friday, June 21	Friday, June 21	Date for content to be submitted if content will be moved by Diocesan.
Development Link Sent	Friday, June 28		
Training Period Begins	Monday, July 1		Once the development link is sent, we can begin to schedule training(s).
Migration Deadline	Monday, July 29	Monday, July 29	Date for content to be moved by DOSP or Diocesan.
Final Revision	Monday, August 5		
Final Site Completed	Monday, August 19		
Official Launch	Monday, August 26		

*Each additional design will add 1 week to final design approval date and 1 week to Training Period Date.

Total Estimate

New Website Design and Site Development (158-253 hrs) \$7900-12650

*If chosen, additional design & development items will increase cost as reflected.

Project Agreement

I hereby authorize **Diocesan** (Diocesan Publications) to begin work on the above proposed project for the **Client** (Name Here Catholic Church in City Name, ST). I understand that this proposal represents the estimated time to perform the items listed and **any changes to the scope of the project may change the projected cost**. Hosting of the new website (including all databases) are to be transferred to Diocesan and billed on an annual basis. The content of the **new** website is the property of the Client. Hosting begins upon launch (when the site goes live) and auto-renews every 12 months afterwards unless the Client notifies Diocesan in writing at least 60 days prior to the renewal date. Responsibility and billing of the Website Domain (Domain Name Registrar), Hosting, and associated Email Accounts are stated below. If the Client halts development prior to completion and/or billing of the web-related services, work completed to the point of cancellation will be invoiced at the hourly rate and estimate agreed to above. **Signed approval of this agreement must be received by xxxx in order to meet the preferred launch date of xx/xx/18.**

- Email: **webdepartment@diocesan.com**
- Fax: **(616) 878-4835**
- Office: **(877) 923-0777**

Authorized Signature

Title _____ Date _____