

CAAP

PROJECT SCOPE | Hours: 97 Cost: \$11,497



I. Project Wide Tasks

Hours: 33.50

Cost: \$3,913.75

Description:

This is a list of tasks needed to build a website that is not built on a pre-existing theme. These are the items that have to be done to get the project started and to launch the system.

I.1. Planning And Information Architecture Development

Hours: 4.50

Cost: \$540.00

Description:

- Gather project specifications
- Research any 3rd party systems needed
- Look into other integrations
- Write up the project information architecture
- Review all items above with client, and get a sign off from the client on work

Notes:

The time for this item may change drastically based on the client.

Tasks:

Information Architecture	\$120/hr	4.5 hrs	\$540.00
Planning and Consultation			

I.2. Concept Design

Hours: 14.00

Cost: \$1,680.00

Description:

Concept design generally falls into the first draft for the home page, but if it is being done separately, account for it in this time block. This time block may also include building a style guide for the rest of the project.

Tasks:

Design - Composition	\$120/hr	12 hrs	\$1,440.00
Collaboration	\$120/hr	0 hrs	\$0.00

Client meeting / discovery	\$120/hr	2 hrs	\$240.00
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I.3. HTML Framework Setup / Coding and Wordpress Setup Hours: 10.00 Cost: \$1,200.00

Description:

After the initial concept has been designed and approved, build out the initial style sheet for this design. This also includes coding a style sheet for standard HTML elements for the project.

Tasks:

Coding - HTML / CSS	\$120/hr	8 hrs	\$960.00
Systems setup	\$120/hr	2 hrs	\$240.00

I.4. Serving Environment Setup Hours: 0.50 Cost: \$60.00

Description:

- Initiate hosting environments for build and for live areas
- Set up and distribute user permissions, usernames and passwords
- Inform all team members of new environments

Tasks:

Systems setup	\$120/hr	0.5 hrs	\$60.00
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I.5. Code Repository Setup Hours: 0.25 Cost: \$30.00

Description:

- Set up code repository
- Set up skeleton directory structure
- Commit and push code frameworks and other dependencies
- Invite or add users

Tasks:

Systems setup	\$120/hr	0.25 hrs	\$30.00
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I.6. Project Launch Hours: 4.25 Cost: \$403.75

Description:

- Migrate DNS
- Manage / migrate MX records if necessary

Notes:

Running critical systems testing protocols is project dependant

- Push files to live environment
- Run critical systems testing protocols

Tasks:

Project Launch	\$95/hr	1.75 hrs	\$166.25
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I.6.A. Run Critical Systems Testing Protocols

Hours: 2.50

Cost: \$237.50

Description:

Critical systems testing protocols are different for every project, so this portion will have to be fully determined when the project is almost done.

Tasks:

Project Launch	\$95/hr	2.5 hrs	\$237.50
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II. Header / Footer

Hours: 4.00

Cost: \$480.00

Tasks:

Programming - CMS Integration	\$120/hr	4 hrs	\$480.00
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II.1. Header

Description:

Header to include:

- Logo
- main navigation
- secondary navigation
- Social media platform links
- phone number

II.1.A. Main Navigation

Description:

- Home
- Membership
 - Become a member

Notes:

All secondary level items are represented both as drop downs from the main nav and as on-page items. Tertiary items are just subnav items on

- Forms
- Resources
 - Meaningful use
 - ICD-9/10
 - Healthcare payors
- Business Partners
 - Become a Partner Form
 - Partners List
- News
- About
- Contact

the secondary pages.

II.1.B. Secondary Navigation

Description:

- Membership login / logout
- My Account - only shown if user is logged in
- Social Media icons
- Get directions

II.2. Footer

II.2.a. Contact Info

II.2.b. Full Site Navigation

II.2.c. Copyright Information

II.2.d. Social Media Icons

II.2.A. Terms And Conditions

III. Home Page

Hours: 5.45

Cost: \$654.00

Description:

Page Goals:

- Drive user to main call to action button
- Inform user of choices

Notes:

Initial composition design time is included in the concept design for this project.

III.a. Promotional Image Rotator

Hours: 1.80

Cost: \$216.00

Description:

Promotional image rotator will include on each image:

Notes:

Three slides with pictures and text provided by the client will be turned into slides. Once the slider has been

- Photo or image
- Next/Back buttons
- Description
- Call to action button

On the right and left sides of this area there will be next and back buttons in the shape of arrows that navigate through the 3 slides.

Images will transition from one to another by having one fade in while the other fades out. No other animation will be done.

Promotional Rotator will have have the following calls to action initially, but this area will also be editable to allow for new images and calls to action:

- Join CAAP
- Become a Business Partner
- Learn what CAAP can do for you

completed, the client may use the CMS to edit the images, titles, text, and call to action button as needed. Mobile Responsive Item: Promotional Rotator may be modified or removed in some situations.

Tasks:

Coding - HTML / CSS	\$120/hr	0.5 hrs	\$60.00
Programming - CMS Integration	\$120/hr	1 hrs	\$120.00
Testing & Debugging - %	20%	0.30 hrs	\$36.00

III.b. Company Tag Line / Description Hours: 0.25 Cost: \$30.00

Description:

Once sentence explanation of what the company does:

"Unifying the physician community and advocating for their collective interests."

"Learn more about CAAP" button / link to about page.

Tasks:

Coding - HTML / CSS	\$120/hr	0.25 hrs	\$30.00
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III.c. Service Item Promo Boxes Hours: 2.40 Cost: \$288.00

Description:

3 or 4 Promo boxes. Each box to have:

- Image / link to page
- Title / link to service information

- Text about item

Boxes may represent the following items:

- Meaningful use
- ICD-10
- Become a member or Perks of being a member
- Business Partners

Tasks:

Coding - HTML / CSS	\$120/hr	1 hrs	\$120.00
Programming - CMS Integration	\$120/hr	1 hrs	\$120.00
Testing & Debugging - %	20%	0.40 hrs	\$48.00

III.1. News and Announcements

Hours: 1.00

Cost: \$120.00

Description:

List of most recent news articles. Each item to have:

- Title / link to article
- Optional Image / link to article
- date posted
- truncated article

Also, below all items there will be a link to all news that takes the user to the news area.

Notes:

Section pulls from blog / news and events. This area will also have the 'sticky' articles feature that will allow the user to keep a particular item or items at the top of the list, even if it is not the most current.

Tasks:

Programming - CMS Integration	\$120/hr	1 hrs	\$120.00
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IV. Membership

Hours: 13.25

Cost: \$1,590.00

Description:

Section goals:

- Drive providers towards becoming a member
- Explain the advantages of becoming a member
- Drive users towards membership forms or to call about membership

Tasks:

Design - Composition	\$120/hr	6 hrs	\$720.00
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IV.1. Section Subnavigation

Hours: 1.00

Cost: \$120.00

Description:

Left side navigation:

- Membership (also accessible from main navigation)
- Become a member
- Membership Forms
- Members Portal (also accessible header)
- Request membership list

Tasks:

Programming - CMS Integration	\$120/hr	1 hrs	\$120.00
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IV.a. Promotional Rotator

Hours: 2.00

Cost: \$240.00

Description:

Promotional rotator will be similar to the home page rotator, but will be shorter and will just have testimonials from existing providers show up. The call to action will be a button that says 'Get started today!'

Promotional image rotator will include on each image:

- Photo or image
- Next/Back buttons
- Description
- Call to action button

On the right and left sides of this area there will be next and back buttons in the shape of arrows that navigate through the 3 slides.

Images will transition from one to another by having one fade in while the other fades out. No other animation will be done.

Tasks:

Programming - CMS Integration	\$120/hr	2 hrs	\$240.00
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IV.b. Benefits of Membership

Hours: 1.00

Cost: \$120.00

Description:

4 images and titles at the top of the page will scroll the user down the page to the different areas:

- Managed care contracting
- Legislation
- Education

- Marketing
- Business partner discounts and programs

Each area will have:

- Title
- Text
- Background image or some design element to make it separate from the other areas
- image(s)
- Get started today button / link to get started form

Tasks:

Programming - CMS Integration	\$120/hr	1 hrs	\$120.00
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IV.2. Become a member

Hours: 0.25

Cost: \$30.00

Description:

Text about becoming a member. Will probably use existing text and improve on it.

Tasks:

Programming - CMS Integration	\$120/hr	0.25 hrs	\$30.00
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IV.3. Membership forms

Hours: 2.00

Cost: \$240.00

Description:

Text about forms

List of forms:

- Title / link to download
- File type and image
- Short Description - optional

Notes:

All forms are PDFs that are downloadable.

Tasks:

Programming - CMS Integration	\$120/hr	2 hrs	\$240.00
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IV.4. Request membership list

Hours: 1.00

Cost: \$120.00

Description:

Text

Notes:

The membership list is not a public item, so this page will talk about how many practices are available and drive users to

the 'Become a Business Partner' section.

Tasks:

Programming - CMS Integration	\$120/hr	1 hrs	\$120.00
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V. Members Resources

Hours: 10.50

Cost: \$1,260.00

Description:

Section Goals:

- help members run their businesses better
- get them the information and training they need
- get users up to date and accurate information as quickly as possible.

Notes:

Idea for this section. Make the main page available to the public, but if anyone who is not a member tries to access anything in that area, they are prompted with a notification that they must be a member to see that data.

Tasks:

Programming - CMS Integration	\$120/hr	0.5 hrs	\$60.00
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Design - Composition	\$120/hr	6 hrs	\$720.00
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V.1. Section Subnavigation

Hours: 1.00

Cost: \$120.00

Description:

- Meaningful Use
- Healthcare Payors
- ICD-9/10
- News Center

Tasks:

Programming - CMS Integration	\$120/hr	1 hrs	\$120.00
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V.a. Meaningful Use Center

Description:

Image & Text about Meaningful use and link to section

V.b. Healthcare Payors Updates

Description:

Image & Text about Healthcare Payors and link to section

V.c. ICD-9/10 Center

Description:

Image & Text about ICD-9 and 10 and link to section

V.d. News and Updates

Hours: 1.00

Cost: \$120.00

Description:

Blog system:

List of articles:

- title
- optional image
- date posted
- truncated text

List of categories

Tasks:

Programming - CMS Integration

\$120/hr

1 hrs

\$120.00

V.2. Meaningful Use Center

Hours: 0.50

Cost: \$60.00

Description:

Image and text about Meaningful Use and links to information either as downloadable files or in the blog

List page:

- title
- short description - optional
- file download or link

Tasks:

Programming - CMS Integration

\$120/hr

0.5 hrs

\$60.00

V.3. Healthcare Payors Updates

Hours: 0.50

Cost: \$60.00

Description:

Text about healthcare payors

Image and List of payors. When user clicks on any payor, link to payors page.

List page:

- title
- short description - optional
- file download or link

Tasks:

Programming - CMS Integration \$120/hr 0.5 hrs \$60.00

V.4. ICD-9/10

Hours: 0.50

Cost: \$60.00

Description:

Text about ICD-9 and 10

List page:

- title
- short description - optional
- file download or link

Tasks:

Programming - CMS Integration \$120/hr 0.5 hrs \$60.00

V.5. News and Updates

Hours: 0.50

Cost: \$60.00

Description:

Blog system - comments off except for logged in users (providers offices)

Tasks:

Programming - CMS Integration \$120/hr 0.5 hrs \$60.00

VI. Business Partners

Hours: 11.50

Cost: \$1,380.00

Description:

Business partners page goal:

- Help businesses understand the value of being a business partner.
- Enable businesses to sign up for partnership
- Discuss involvement in partnership program
 - Cost
 - Sponsored Luncheons
 - Faxes

- Emails
- etc.

Tasks:

Design - Composition \$120/hr 3 hrs \$360.00

VI.a. Text about business partnership

Hours: 0.50

Cost: \$60.00

Description:

Formatted text about business partnership

Images if necessary

Sign up to be a business partner button

Tasks:

Programming - CMS Integration \$120/hr 0.5 hrs \$60.00

VI.1. Members list

Hours: 3.00

Cost: \$360.00

Description:

This is a grid view list of all current business partners logos and names as well as a brief description of what that partner offers. If a user clicks on the name or logo of a business partner, a modal box will show up with a full description of what the business offers.

Tasks:

Programming - CMS Integration \$120/hr 2 hrs \$240.00

VI.1.A. Business Partner Modal

Hours: 1.00

Cost: \$120.00

Description:

- Name
- Logo
- Information about what that business does and offers at a discount or for free for providers.
- Contact Info

Tasks:

Programming - CMS Integration \$120/hr 1 hrs \$120.00

VI.2. Become a business partner

Hours: 5.00

Cost: \$600.00

Description:

Page Goals:

- Enable users to sign up to be a member

Page Info:

- Text about being a member and signing up
- Signup form

Tasks:

Design - Composition

\$120/hr

3 hrs

\$360.00

VI.2.A. Membership application form

Hours: 2.00

Cost: \$240.00

Description:

Form:

- Business name
- Business contact info
 - phone
 - mailing address
 - email
- Description of business
- Personal contact info
 - Name
 - email
 - phone
- Submit button

Thank you screen after submit is complete.

Tasks:

Programming - CMS Integration

\$120/hr

2 hrs

\$240.00

VII. Company

Hours: 4.50

Cost: \$540.00

Description:

Paragraph about about the company:

- Header
- text about company
 - Mission
 - History
 - Organizational Commitment

- Staff Listing:
 - Image / link to staff profile
 - Name
 - Title

Tasks:

Programming - CMS Integration	\$120/hr	0.5 hrs	\$60.00
Design - Composition	\$120/hr	3 hrs	\$360.00

VII.1. Staff Member Profile

Hours: 1.00

Cost: \$120.00

Description:

- Name
- Image
- Bio
- Email form
- phone number

Notes:

User must click on staff member from company page to get to this page.

Tasks:

Programming - CMS Integration	\$120/hr	1 hrs	\$120.00
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VIII. Contact

Hours: 3.00

Cost: \$360.00

Description:

The contact page allows users to find contact information, reach the business through a contact form, and to find the location of the business.

Tasks:

Programming - CMS Integration	\$120/hr	3 hrs	\$360.00
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VIII.a. Contact Info

Description:

- Phone
- Fax
- Address
- link to google maps with this location marked

VIII.b. Contact Form

Description:

Form Fields:

- name
- email
- phone number
- comments
- submit button

Notes:

Form will send email to client. All emails will be kept in database as well and will be viewable from admin area of Wordpress.

VIII.c. Google Map

Description:

Large map on the page with the location marked as a pin on the map.

VIII.d. Social Media Icons

Description:

Icons / links to social media platforms:

- Facebook
- LinkedIn
- Twitter

Notes:

These are not share icons, they are links to the pages for this organization's social media platforms.

IX. Members Portal

Hours: 11.00

Cost: \$1,320.00

Description:

Section Goals:

- Enable members to access restricted information such as:
 - Full list of members and contact information
 - Restricted information on business partner offerings

Tasks:

Programming - CMS Integration

\$120/hr

2 hrs

\$240.00

IX.1. System Features

Description:

Membership portal features to include:

- User management
 - Add, edit, delete users
 - User management area - from CMS system

IX.2. Optional Features

Hours: 2.00

Cost: \$240.00

Description:

List of optional features to include:

IX.2.A. Members resources access via login only

Hours: 1.00

Cost: \$120.00

Description:

As suggested above, in the 'Members Resources' section, an optional feature for this project is to enable normal site visitors to see the main 'Members Resources' page, but once they click on any of the items on the page, direct them to the login page or inform them that they must be a member in order to access member resources. This could also be a modal box that pops up to inform them and has a link to the login page.

Tasks:

Programming - Feature	\$120/hr	1 hrs	\$120.00
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Development			
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IX.2.B. Restricted blog items

Hours: 1.00

Cost: \$120.00

Description:

Blog / news / announcements that are only available from within the logged in area. Probably just certain tags will make these articles available from this area.

Tasks:

Programming - CMS Integration	\$120/hr	1 hrs	\$120.00
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IX.3. Login

Description:

Form

- Username
- Password
- Login Button

Forgot your password link / link to password reset page

Contact CAAP link / link to contact page

IX.3.A. Reset password

Description:

Enter email address

Notes:

On reset password button click, user

Reset password button

will either be informed that their email is not in the system and to contact CAAP, or that an email has been sent to them with reset instructions.

IX.4. Dashboard

Hours: 7.00

Cost: \$840.00

Description:

Section goals:

- help users find the most important information within this area

Page Info:

- Promotional text
- Announcements
- Relevant links / file downloads

Tasks:

Programming - CMS Integration	\$120/hr	2 hrs	\$240.00
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IX.4.A. Subnavigation

Description:

This navigation will be editable by the administrator and will link to content pages created by the admin

IX.4.B. Content Page(s)

Hours: 5.00

Cost: \$600.00

Description:

Empty page that can be formatted by admin. Admin may add:

- Text
- Images
- Files
- Videos

Notes:

Editing of all text on the site, aesthetic formatting, engaging language to improve readability. Use of proper images, files, and videos to complement pages and text.

Tasks:

Content Generation	\$120/hr	5 hrs	\$600.00
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IX.4.C. Project Management

Description:

This item covers time necessary to direct the production team so that they complete the project in a way that serves the clients goals and wishes.

Typical tasks include:

- Planning and assigning project tasks
- Entering project notes into project management software
- Communications with production team (ensuring time tracking, problem solving)
- Reports given to Project Owner (Jason Long)
- Communications with Client (check-ins, problem solving)
- Production check in meetings
- Review of work submitted by production team
- Demonstration of finished work to client
- Collection of revision requests from client

Tasks:

Project Management

30%

0.00 hrs

\$0.00
