

Pete Schuster

Project Name

Prepared For:

01/01/2000

Contact's Name

Contact's Company

Prepared By:

Your Name

Address

City, State Zip

215-555-5555

email@address.com

Scope of Work

We will begin work on the site by evaluating the old site and creating a content plan for the new site. It is expected that the client will have access and licences to all graphics, content, and vectorized logos that will be utilized for the new site.

I will develop a custom designed and developed website built on the open source WordPress platform. The site will be coded using WordPress best practices for development.

The site's content will be easily managed within the WordPress system, allowing the client to update and edit the text and images that appear on the site.

//List more specific goals already discussed here, ie contact forms, user management, blogs, calendars, etc

Finally, a phone training session will be planned at the end of the project to walk the client and staff through how to update and manage content on the site.

The project will include one year of free hosting with WP Engine and 3 months of discounted support at \$35/hour. After 3 months, the rate of support will increase to \$50/hour.

Work Plan & Milestones

The tables below outline the work process phases, milestones, due dates, deliverables, and fees needed to complete this project. This four phase process begins at the concept phase when everything is planned, then the design phase when look and feel (artwork) is produced, next is the development phase when design is given life, and finally, the testing phase when everything is thoroughly tested and reviewed. This process is designed to ensure project efficiency and your complete satisfaction.

Concept Phase

Milestone	Due Date	Deliverables	Fee
Work Begins	When Received	Signed Contract	1,000
Content Strategy Discovery	Week 1	Content Plan Mission Statement User Research Basic Content Template	500
Information Architecture	Week 2	Sitemap Remaining Content Templates	500

Design Phase

Milestone	Due Date	Deliverables	Fee
User Flow	Week 3	Wireframes	500
Visual Design	Week 5	Style Tiles Photoshop Designs	1,500

Development Phase

Milestone	Due Date	Deliverables	Fee
Dev Site	Week 6	Working Prototype ready WordPress setup Admin Section ready for content	1,500
Alpha Phase	Week 7	Finished Prototype Working forms Completed HTML, CSS, JS	500

Test Phase

Milestone	Due Date	Deliverables	Fee
Beta Phase	Week 8	Completed Website Tested Interface Tested Forms and Functions	500

Total: \$6,500

Detail

Thank you again for this opportunity. If you have any questions, please feel free to email me at email@adress.com

Concept Elements

Description	Fee
Consulting	1,000
Research	500
Site Outline	500

Design Elements

Description	Fee
Wireframes	1,000
Photoshop Designs	1,750

Development Elements

Description	Fee
WordPress Development	1,750

Total: \$6,500