



THE UNIVERSITY *of* EDINBURGH



Scottish Military Research Group Drupal Website Development

Quotation and Scoping

by

IS, Applications Division,
Service Management Teams

Client:

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Background

The Service Management Section of Applications Division is based within the University of Edinburgh's Information Services Group. The Service Management Section contains three key strands: Technology Enhanced Learning (TEL), Web Integration Team (WIT) and Multimedia and Communications (MaC).

Professionals from within the WIT and Multimedia and Communications will be involved in the aspects of work contained within this scoping document. The teams have years of experience in the fields of website development, web hosting, data integration and content management systems and graphic design, marketing and communication.

Based within Applications Division, these teams develop and support a wide range of core University IT services and have access to a large pool of experienced Developers, Project Managers, Business Analysts, Service and Support professionals.

Technology

In order to support the ongoing management of websites and enable the integration of more advanced functionality a Content Management System (CMS) is used for delivery of web content. Applications Division has selected Drupal as a preferred CMS in order to concentrate development, support and hosting expertise on one system.

Drupal provides a flexible development framework, allowing many features and add-ons to the core functionality via a system of modules. Functionality required for most websites is available in established and well-supported modules. Service Management are able to offer an all-in-one service to build, host and support the site.

SMRG Website Work - Tasks and Responsibilities

Creating this new web presence will involve a commitment from both Service Management staff and staff from the SMRG Website Project. Some web content requirements have been identified - Blog, Profiles, Bibliography, Contacts, eShop, Links, Discussion Forum, Faceted Search. This section outlines the main tasks and responsibilities.

Web Development - IS tasks and responsibilities

Consultation Phase

- Consult with SMRG Website Project staff to:
 - Establish and refine content types¹, for example:
 - profiles, bibliography, etc.
 - Establish and refine classifications/taxonomy² of content
 - memorials, locations, etc
 - Prioritise functionality
 - profiles, WYSIWYG editing, search, etc.
 - Confirm information architecture, user roles, permissions, workflows.

Build Phase

- Build CMS-managed website using Drupal 7 including:
 - Implement agreed content types, taxonomy and views³
 - Integrate agreed functionality
 - Implement agreed look and feel
 - Create user roles, apply permissions and add users
- Test and refine

Implementation Phase

- Training in:
 - Content editing
 - Management and administration of the website
- Hosting and maintenance on IS Applications drupal hosting server

Graphic Design

The website graphic design will broadly encompass:

- A banner which will incorporate an identity for the SMRG Website Project. This identity may be existing or may be produced prior to the website commencing.
- The layout and styling of the front and inside pages.

A further meeting will be required to clarify this aspect of the work – where alternative styles for different pages are required or where functionality/features such as an image slideshow feature box need to be incorporated.
- Image sourcing (if applicable)

Please note: Up to three iterations of proofs (and opportunities for amendments) will be supplied at design stage. If further proofs and amendments are required, after the third proof has been supplied, we will charge at our hourly rate of £50.00.

SMRG Website Project tasks and responsibilities

With the assistance of the Web Integration Team, the customer will be responsible for the following:

Consultation Phase

- Input into defining content types and taxonomy terms
- Specifying and testing the menu structure
- * If required - Identifying existing data sources where information on various military archives can be fed into the new site structure

Build Phase

- Commissioning, creating and editing content

Implementation Phase

- Supporting SMRG Website Research Project users in the use of the website

* See note below in costings section

Cost

All website work is charged at £700.00 per day.

As this is a significant piece of work, we would expect to deliver the site in phases according to the client's priorities.

** The costs below assumes that the existing database content will be manually reinserted to the new Drupal database through the content types. If a feed is required to pull the content from the existing database and map to the content types, scoping and development time will be at an extra cost.*

As outlined above, we would work with the SMRG project team to help clearly define and prioritise the requirements. From this exercise we would write a formal plan of what we will deliver and when. We would envisage delivering the site in 3 phases.

Website

Phase 1

Needs requirement gathering (5 days)

Build and deliver phase 1 (10 days)

Design (4 days)

Project management (3 days)

22 days = £15,400

Phase 2

Refine phase 1 and deliver phase 2 (10 days)

Project management (2 days)

12 days = £8,400

Phase 3

Final refinements and deliver phase 3 (7 days)

App development (inc geographic elements)

- Scope (2 days)

- Build/test/deliver (5 days)

- Design (1 day)

Project management (2 days)

17 days = £11,900

Hosting

Hosting = £350 PA

Support = £350 PA

Timescales (provisional)

Start date: TBC

Planned latest completion date: TBC

Glossary

¹ Content types - a pre-defined collection of data types (Fields), a page template

² Taxonomy terms - used to classify, connect and relate website content

³ Views - used to fetch content from the database and present it to the user as a list, post, gallery, table, graph, menu item, block, report, etc.

Please note that the project may be re-estimated if, upon receipt of all project elements and information, Service Management determines the scope of the project has been altered dramatically from the originally agreed upon concept.

If you have any queries about the above information please contact us as soon as possible.