



## Project Scope

Date	##/##/####
Quote From	####
Job Desc	####
Version:	1.0

## Welcome

Based on all the information we have received from you we've pulled together an overview of the project, detailing what work is involved, what we will deliver, costs and timeframes.

Please double check that any functionality discussed is included within this document, and if you are unsure of anything please ask. Anything not detailed in this is considered out of scope, we want to be as flexible as we can, so if you see anything not included, or would like to include additional elements, please let us know.

We will always do our utmost to deliver on time, and we know you will do the same. If there is a day delay in getting back to us with feedback, ticketing, amends, it's not the end of the world. However, longer than this will mean that the work would have to be re-booked into our schedule and could cause delays in the delivery of the project to you. However, invoices will still be sent and payments will still be due by the original project schedule.



## Functional Requirements

### Hosting & domain

- We will develop the site on our development servers under a development domain.
- Once the development is signed off we will send you the files and database to launch on your hosting environment. Or if provided with FTP details and database access (i.e. PHPMYADMIN) we can upload the site for you.

### Optimisation

- We will develop the site in an SEO friendly way, and install Yoast SEO so you or the client can manage on-page SEO ongoing.
- If you have any SEO requirements please let us know and we can add to this document.

### Install & set up

- Built using HTML, CSS and JS (jQuery)
- Fully responsive development
- Custom theme development
- CMS solution – built with WordPress
- Best practice for page loading

### CMS Functionality

- Manage all pages and content
- Fully updateable (no core files over-ridden)

## Quality Criteria

### Compatibility

- We will browser and device test the website in all major browsers.
- Development will be in modern languages; SASS, CSS, HTML5, PHP, AJAX, etc.
- Where appropriate the website will alter its appearance for older browsers and those that do not support specific features.

For more information on browser testing please see Testing & population.

### Security

- We will use the latest version of WordPress
- We will install Wordfence (security plugin)
- We will only install trusted plugins (trusted as in plugins we have used before and to our knowledge, have no security flaws)
- We recommend that you keep the CMS and plugins updated when prompted to do so in the backend



## Testing & population

### Testing Overview

We cannot give any guarantees that your website will be perfect in every browser, as testing on simulators sometimes gives variable results. We of course, aim to make sure the website is tested on mainstream browsers and devices, and is accessible as possible.

### Desktop Browser Testing

We test our work in current versions of major desktop browsers including Apple (Safari), Google (Chrome), Microsoft (Edge & IE11), Mozilla Firefox and Opera. We will not support older browsers below IE11 unless you tell us to do so – so if you require this please ask.

It is worth noting that not all functionality is possible in older browsers and that the constraints of the browser required will be adhered to.

### Mobile / Tablet Browser Testing

We test our work in current versions of mobile browsers including:

- iOS: Safari and Chrome
- Android: Chrome and Firefox

### Internal Testing

Once the site has been developed, our internal QA team will test the website before it is sent. Our testers look for:

- The designs have been followed
- All designs have been build
- The site works on all major browsers listed above
- The code used to develop the website is to standards

### Client Testing

Once our internal testing is done, the site will be sent to you to review. We will set up a Codebase account, which is a ticketing system which allows issues to be added via tickets. Our developers can then fix and respond to each ticket. We ask that each issue is added onto its own separate ticket, as this makes the process smoother for all parties.

We ask that feedback and amends will be received no later than 1 week after site handover. If later than this, we will of course still action the amends when sent but we will invoice the remaining balance of the project and payments due within 28 days.

## CMS training & population

We can arrange a call to talk you through what our developers have done in regards to the CMS set-up etc. but this does not include general WordPress training.

We will populate the pages that we have designs for, anything else will need to be populated the CMS.

## Hosting

We can host and support the website if needed, please ask for details and costs.



## Deadline

- The agreed deadline is: ##/##/## (EOP)
- The deadline is when we will send the project handover and a link to the development site. If you need to 'go-live' on the above date, we will need to agree an earlier date (to take amends and feedback into account).

## Deliverables

- Website link based on the agreed designs and specifications.
- Website code and database.

The pages we will develop include:

- ####
- ####

If any designs/pages are needed that are not in the above list please let us know as if not it will be considered out of scope.

## Out of scope

- Any designs, specifications or briefs which are sent after the date of this document.
- Live payment testing (for ecommerce websites) – we will test with Sandbox details.

## Sign off

Once amends are completed we will send a sign-off document before the files are released.



## Project costs & schedule

Our cost is:

**£##,###.00** ex VAT

For projects under the value of £5000.00:

Payment Stage	Stage description	Amount
Deposit (25%)	Deposit for project (0 day terms)	£###.##
Remaining balance (75%)	Build completion (28 day terms)	£###.##

For projects over the value of £5000.00:

Payment Stage	Stage description	Amount
Deposit (25%)	Deposit for project (0 day terms)	£###.##
Stage payment (25%)	Build completion (0 day terms)	£###.##
Remaining balance (50%)	Build completion (28 day terms)	£###.##

Costs are quoted exclusive of VAT and the estimate is subject to our standard terms & conditions, to view please visit [www.abitgooney.com/terms-conditions/](http://www.abitgooney.com/terms-conditions/)



## Project notes

- Anything here that needs to be noted
- i.e. website to be built in Bootstrap 4



## Document Confirmation

### What happens next

In order to proceed with the project we will need confirmation that you're happy with the costs and the points in this document – we then just need you to sign and return it and we're good to go.

### Your confirmation

I confirm that I (as named below) have the authority to act on behalf of #####.

I understand that the above detail comprises the scope of my project, and this document supersedes any previous emails, phone calls, proposals or documentation provided which detailed the project scope. I also accept that additional functionality can be included but would be subject to additional costs.

I also confirm that I understand that the timescales quoted above are approximate and any delay on my/our part to provide information or feedback may result in the project having to be rescheduled into the next available slot (which may be some time in the future) and invoices still being issued as per the original terms (above).

Project name:	#####
Client signature:	
Date:	##/##/####
Contact name:	

Please print, sign, scan and email this page of the document to us as approval to proceed.