Website Project
Rusells Place

Prepared by: Wagner Lucero Navarrete
CP5046
We are writing to confirm our current involvement in the development of the RUSSELLS PLACE website. The Project Plan defines the following:

- **Project Organization**
- **Project Purpose**
- **Deliverables**
- **Project scopes**
- **Project budget**
- **Project milestones**
- **Constraints**

### Project Organization

<table>
<thead>
<tr>
<th><strong>Client</strong></th>
<th>Rusells Place</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Client representative</strong></td>
<td>Davina Hanson</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Gold Coast, Queensland Australia</td>
</tr>
<tr>
<td><strong>Developer</strong></td>
<td>Wagner Vladimir Lucero Navarrete</td>
</tr>
<tr>
<td><strong>Project Sponsor</strong></td>
<td>James Cook University, Brisbane Campus</td>
</tr>
</tbody>
</table>

### Project Purpose

Rusells Place is a Foundation committed to raise Awareness of the Lack of Care homes for young people (those under 65) in South East Queensland. To develop a website for “Rusells Place” to increase public awareness, promote their services and better marketing.

### Triggering problems

- Install software client
- Join Information
- Upload website
**Deliverables**

**Phase 1**: Design and develop the following tasks:

- Install software tools to create website (Wordpress client)

- Analysis and design of basic structure for the website with the following features:
  
  o Home  
  o About Us  
  o Projects  
  o Get Involved  
  o Donate  
  o Contact us  
  o FAQ  

- Choose templates to work with

**Phase 2**: Design and develop the following tasks:

- Join information provide for Davina to the website

- Build website

- Upload website to the host domain

**Scope – Included Functions**

- A software solution for the listed items in Deliverables, including the source code and documentation of the database and all related pages and files.

**Scope – Excluded Functions**

- The web system is only concerned with build and upload Rusells Place website to internet. It is not with design of logos, hosting purchases, smart phone friendly interface, user registration, newsletter, Google adWords, search engine optimization, different site languages.

- Davina Hanson will be responsible for providing and inputting all information regarding as well as updating site content to reflect changes.

- Davina Hanson will be responsible for the effective hosting and backup of all pages and data structures, security measures to be implemented.
regarding access to and distribution of information from the database as well as through the Internet and the maintenance of the front page.

Project Budget

As this project is covered by James Cook University’s policy, it becomes a free of charge project. However, the developers responsibility is only dealing with technology development. All other external resources needed to complete this project must be supplied by Rusells Place.

Project Timeline: Major Milestones

Phase 1
Design basic structure for the website
Choose templates to work with
Planned Commencement Date: 18/04/2013
Planned Completion Date: 30/Apr/2013

Phase 2
Join Information
Build website
Upload website
Planned Commencement Date: 2\May\2013
Planned Completion Date: 15\Jun\2013

Constraints

Duration:
Three months

Hardware and software:
It is envisaged that Davina Hanson will ensure they have access to sufficient resources to enable use of the web-enabled database and other functionalities for as long a period as they will utilise these. The developers do not make any guarantees or assurances regarding this area.

Server side software requirements:
- PHP: 5.3+
- MySQL: 5.0+
- Linux-based web hosting
- SSL Digital Certificate

Server side hardware requirements:
- Space: Davina Hanson needs to ensure sufficient space on the website to cater for an increase in database size arising from use.

Client side software requirements:
It is envisaged that Davina Hanson will have a period of one week in which to review each phase and provide feedback regarding functionality and usability. The developers then undertake to respond to such feedback within a further period of one week.

If you are in agreement with the above proposal, please advise us so that we can then proceed with work allocation towards the phases. If there are any issues that you would like to amend or require clarification regarding, please advise us.

Regards

Wagner Vladimir Lucero Davina Hanson

Appendix
Russells Place

Website Layout Basic

- A header with logo
- Menu with all categories (Home, About us, Projects, Get Involved, Donate, Contact us, FAQ)
- Two columns (left: navigation, right: info according with menu
- Voyage theme was chosen

Examples:
Voyage Theme
Mission

This is a Foundation that we are hoping to set up to raise awareness of the lack of care homes for young people (those under 65) in South East Queensland.

Russell's Place

Working with young people
iFeature theme:

Discover theme

Russell's place

Russells Place

May 28, 2013 by admin in Home | 1 Comment

Mission

This is a Foundation that we are Hoping to set up to Raise Awareness of the Lack of Care homes for young people (those under 65) in South East Queensland.

Voyage theme again
Donations
To work with Donations, it has chosen the “SeamLess Donations” Wordpress plugin, which works with PayPal and has more features that can be useful for RussellsPlace Foundation such as:
• Donation selecting amount, filling donors’ information, billing information
• PayPal donation button
• Donate in honor of someone
• Anonymous donations
• To keep and to track donors and donation’s:
  (Personal Info, address, amount of donation, date, billing information)
• Thanks you mails, forms and info
Optional tribute gift expanded
Seamless Donations by Designgeneers!

Donations Main Menu

Donations

Donation Report for 1/1/2012 to 12/31/2012

<table>
<thead>
<tr>
<th>Fund/Date</th>
<th>Donor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-09-08 2:31:44 PM</td>
<td>Allen Shook</td>
<td>$60.00</td>
</tr>
<tr>
<td>2012-09-08 2:41:01 PM</td>
<td>Allen Shook</td>
<td>$55.00</td>
</tr>
<tr>
<td>2012-08-08 2:50:12 PM</td>
<td>Allen Shook</td>
<td>$50.00</td>
</tr>
<tr>
<td>2012-08-08 2:51:48 PM</td>
<td>Allen Shook</td>
<td>$68.00</td>
</tr>
<tr>
<td>2012-08-08 2:50:19 PM</td>
<td>Allen Shook</td>
<td>$203.00</td>
</tr>
<tr>
<td>Fund Subtotal</td>
<td></td>
<td>$576.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>$576.00</td>
</tr>
</tbody>
</table>

Seamless Donations 2.0.1 by Designgeneers!
## Donors

### Thank You Emails

**Send a Test Email**

Enter an email address (e.g. your own) to have a test email sent using
the template.

**Email Address**

The email address to receive the test message.

**Send Test Email**

---

**Email Template**

The template on this page is used to generate thank you emails for each donation. You can include placeholders such as [firstname] [lastname] [fund] and/or [amount] which will automatically be filled in with the donor and donation details.

**From / Reply-To Email Address**

The email address the thank you email should appear to come from.

**Subject**

Thank you for your donation

**The subject of the email (e.g. Thank You for Your Donation).**

**Body**

Dear [firstname] [lastname],

Thank you for your generous donation of [amount]. Please note that no goods or services were received in exchange for this donation.

The body of the email message to all donors.

**Anonymous Donations**

You have requested that your donation be kept anonymous. Your name will not be revealed to the public.

This message will be included when the donor requests their donation get kept anonymous.

**Mailing List Join**

Thank you for joining our mailing list. We will send you updates from time-to-time. If at any time you would like to stop receiving emails, please send us an email to be removed from the mailing list.

This message will be included when the donor elects to join the mailing list.

---

### Thank You Email Templates

- **Allen Strock (5)**
  - 2012-09-08 23:1:44 PM
  - Undesignated
  - $50.00
  - 2012-09-08 23:1:45 PM
  - Undesignated
  - $56.00
- **Grand Total**
  - $576.00
Cycle Report

<table>
<thead>
<tr>
<th>Project</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Name</strong></td>
<td>Russells Place Website</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Develop a new website for Russells Place foundation</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Brisbane, Queensland, Australia</td>
</tr>
<tr>
<td><strong>Project Sponsor</strong></td>
<td>James Cook University, Brisbane Campus</td>
</tr>
<tr>
<td><strong>Project Supervisor</strong></td>
<td>Dr. Cue Nguyen</td>
</tr>
<tr>
<td><strong>Developer Team</strong></td>
<td>Wagner Vladimir Lucero Navarrete</td>
</tr>
</tbody>
</table>
## Red Flags from this Cycle

There are not Red Flags in this cycle and hopefully this pattern continues.

## Cycle Results

Tasks expected to be completed by the end of this cycle include:

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gather user requirements</td>
<td>Completed</td>
<td>All requirements for the new website were supplied by Russells Place foundation which then being analysed by the developer and project supervisor. Russells Place and the developer have to agree on the features that are developed for the new website.</td>
</tr>
<tr>
<td>Software installation in (Localhost and domain)</td>
<td>Completed</td>
<td>The tool to work in the website (WordPress) was selected and correctly installed in localhost and domain host.</td>
</tr>
<tr>
<td>Learning about Software tool</td>
<td>Completed</td>
<td>It was interesting and perfect to work with the website</td>
</tr>
<tr>
<td>Domain and Hosting</td>
<td>Completed</td>
<td>The domain <a href="http://www.russellsplace.org">www.russellsplace.org</a> was bought with client’s help according with the features detailed in the previous agreement.</td>
</tr>
<tr>
<td>Selecting a theme to work with</td>
<td>Completed</td>
<td>I had been working with different themes and at the end, “Voyage” theme was selected for all the facilities that it has.</td>
</tr>
<tr>
<td>General layout design, customize the look and feel</td>
<td>Completed</td>
<td>This task was made in parallel to selecting a theme, and customized to be more suitable for non-skilled users.</td>
</tr>
<tr>
<td>Customize the content management interface</td>
<td>Next trimester</td>
<td>A simple content management interface is designed for non-skilled users.</td>
</tr>
<tr>
<td>Input information to the new web system</td>
<td>Next trimester</td>
<td>All information for the new web system which is supplied by Russells Place during user requirements gathering process will be filled in.</td>
</tr>
<tr>
<td>Deploy the new system on Russells Place web hosting</td>
<td>Next trimester</td>
<td>A complete version of the new website will be deployed by developer on Russells Place hosting.</td>
</tr>
</tbody>
</table>
Customer Feedback

Several meetings with the client have been arranged. The following feedbacks were provided by Russells Place:

- Russells Place is happy with the design and layout for the web system so far.
- The client is agreeing with software tools.
- Communication between client and develop team has been through meetings and emails.
- There was some logos at the end just one was chosen by the client.
- Photos need added to the home page and ask for more to keep working.
- Contents need to be formatted for better view.
- Spelling and grammar errors in the contents need to be fixed.
- Add a sentence to the footer and in the “About us” page as recognition to the work of developer and James Cook University.

Cycle Plan

- Instruction page – this includes
  - Designing the complete Layout based in Wordpress. (1 PEDs, Wagner Lucero Navarrete).
  - Create PayPal Account and to test and to customize Seamless Donation Plugin according with “Russells Place” requirement. (1 PEDs, Wagner Lucero Navarrete).
- Result page – this includes
  - Designing the complete look and feel of the website and upload all the info for each webpage. (1 PED, Wagner Lucero Navarrete)
Top Requirements

1. Select and customize a theme for the new website according with all the requirements provided by Russells Place foundation.
2. Design a layout as simple as possible for non-skilled users.
3. Help with the buy of domain and web hosting based in the features mentioned in agreement.

Gantt Chart

<table>
<thead>
<tr>
<th>Test</th>
<th>Create basic website</th>
<th>Install tools in Domain</th>
<th>General Layout Design</th>
<th>Select a theme</th>
<th>Domain and Hosting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>16/06/2013</td>
<td>12/06/2013</td>
<td>09/06/2013</td>
<td>06/06/2013</td>
<td>02/06/2013</td>
</tr>
<tr>
<td>Duration</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
To work with Donations, it has chosen the “SeamLess Donations” Wordpress plugin, which works with PayPal and has more features that can be useful for RussellsPlace Foundation such as:

- Donation selecting amount, filling donors’ information, billing information
- PayPal donation button
- Donate in honor of someone
- Anonymous donations
- To keep and to track donors and donation’s:
  (Personal Info, address, amount of donation, date, billing information)
- Thanks you mails, forms and info
Optional tribute gift expanded
PROJECT PLAN

Develop a website for Rusells Place

Prepared By: Wagner Lucero
Creation Date: 22/04/2013
Last Revised: 22/04/2013
Version: 1.0
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- Project Goals ........................................................................................................................... 5
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# Project Plan

## Project

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<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Name</strong></td>
<td>Develop a website for Rusells Place</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Develop a new website for Rusells Place Foundation</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Brisbane, Queensland, Australia</td>
</tr>
<tr>
<td><strong>Prepared by</strong></td>
<td>Wagner Lucero</td>
</tr>
<tr>
<td><strong>Project Sponsor</strong></td>
<td>James Cook University, Brisbane Campus</td>
</tr>
</tbody>
</table>

## Document control

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document File Name</strong></td>
<td>Develop a website for Rusells Place</td>
</tr>
<tr>
<td><strong>Document Creation Date</strong></td>
<td>22/04/2013</td>
</tr>
<tr>
<td><strong>Document Revised Date</strong></td>
<td>22/04/2013</td>
</tr>
<tr>
<td><strong>Version No.</strong></td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Project Proposal Approval Received</strong></td>
<td>Yes □ No □ Date:</td>
</tr>
</tbody>
</table>
Project Plan Purpose

This Project Plan serves as an agreement between the following parties:

- Project Client: Rusells Place
- Project Supervisor: Dr. Cue (JCUB Lecturer)
- Project Developers: Wagner Lucero (JCUB Students)
- Project Sponsor: James Cook University, Brisbane Campus

The Project Plan defines the following:

- Project background
- Project goals
- Project scopes
- Project assumptions and constraints
- Project milestones
- Project budget
Project Background

Rusells Place is a Foundation committed to raise Awareness of the Lack of Care homes for young people (those under 65) in South East Queensland.

Rusells Place needs to build a website which can help them to do better marketing, attract more customers and manage their information in an easier way.

Problems:

- Currently Rusells Place doesn´t have a website and they need it to promote their services and improve their marketing.
- Will be necessary to look for web hosting with some specific features.
- Software tools.
Project Goals

The overall goal of the project is to develop a completely new website for Rusells Place, divided in two periods: First trimester (Analysis and Design) and second trimester (Building and installation).
Project Scopes

Scope-Included:

Rusells Place new web system will be developed based on Wordpress, an open source content management platform. The development process includes the following tasks:

- Gather user requirements: All requirements for the new web system must be supplied by Rusells Place Foundation which then being analysed by the developer team and project supervisor. Rusells Place and the developer team have to agree on the features that are developed for the new web system.
- Customize the look and feel: A template with these features:
  - Home
  - About Us
  - Projects
  - Get Involved
  - Donate
  - Contact us
  - FAQ
- Customize the content management interface: A simple content management interface is designed for non-skilled users.
- Input information to the new web system: All information for the new web system which is supplied by Rusells Place Foundation during user requirements gathering process will be filled in.
- Deploy the new system on Rusells Place web hosting: A complete version of the new web system is deployed by developer team on Rusells Place hosting. Details information to access the hosting must be supplied by Rusells Place.

Scope-Excluded:

The new website is only concerned with:

- The look and feel of the front-end interface which will be presented at the end of first trimester (28/06/2013)
Project Plan – Rusells Place

- The installation and working website which will be presented at the end of second trimester (30/10/2013)
- The content management system for non-skilled user

The following features are not developed for the new web system:

- Smart phone friendly interface
- User registration
- Newsletter
- Google AdWords
- Search Engine Optimization
- Different site languages

The precision of input information is responsibility of Rusells Place Foundation.

**Scope-Additional:**

Once the agreement is signed, any changes in the Scope-Included section regardless of adding or cutting down information will not be covered by this project. Further development for changes or new requirements may be negotiated on a case-by-case basis.

**Deliverables:**

Once the project is finished, a complete version of the new web system is delivered to Rusells Place foundation, including:

- Web system source code
- Database

**Rusells Place Responsibilities:**

Rusells Place will be responsible for supplying all information related to the new web system that is required by the developer team, including:

- Images or pictures which are suitable to use with the new web system
- Precise data to be input to the new web system
- Access information to deploy the new web system on Rusells Place hosting
Developer Team’s Responsibilities:

The developer team will be responsible for developing and delivering a new web system to Rusells Place Foundation with all the features defined in the Scope-Included section. The delivered items are listed in the Deliverables section.

The developer team is not responsible for further maintaining or updating the new web system after deployment.

Assumptions and Constraints

Assumptions:

The following assumptions were made in preparing the Project Plan:

- Team members will follow the communication plan
- The customer will make sure their existing facilities and resources (hardware, software, network) can support this project
- Rusells Place Organization is willing to support the developers if required
- Project Plan may change when it is needed, new information and issues will be revealed

Constraints:

The following represent known project constraints:

- Constraints 1: Server side software requirements
  - PHP: 5.3+
  - MySQL: 5.0+
  - Linux based web hosting
- Constraints 2: Server side hardware requirements
  - Space: ensure an efficient space for future development (increasing database)
- Constraints 3: Client side software requirements
  - Browser: IE7+, Firefox, Safari, Google Chrome, Opera
  - JavaScript enable.
- Constraint 4: Short development time
Project Plan – Rusells Place

- Analysis and Design has to be delivered before deadline date (28/06/2012)
## Project Milestones

The following represent key project milestones, with estimated completion dates:

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Description</th>
<th>Planned Commencement Date</th>
<th>Planned Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project analysis</td>
<td>▪ Determine initial ideas of our project, objectives, target user</td>
<td>23/04/2013</td>
<td>30/04/2013</td>
</tr>
<tr>
<td>Layout and template</td>
<td>▪ Refine problem addressed and proposed solution</td>
<td>01/05/2013</td>
<td>29/05/2013</td>
</tr>
<tr>
<td></td>
<td>▪ Initial interface design</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Build and customize the theme for WordExpress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management interface</td>
<td>▪ Analysis and design the management interface for non-skilled users</td>
<td>30/05/2013</td>
<td>30/06/2013</td>
</tr>
</tbody>
</table>
Project Budget

As this project is covered by James Cook University’s policy, it becomes a free of charge project. However, the developer team’s responsibility is only dealing with technology development. All other external resources needed to complete this project must be supplied by the Rusells Place.

Details of the project budget are as follows:

<table>
<thead>
<tr>
<th>Task</th>
<th>Estimated hours</th>
<th>Cost per hour</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project analysis</td>
<td>20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Design and customize layout and template</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Design and customize management interface</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>


Project Approvals

I have read the above Project Plan and will abide by its terms and conditions and pledge my full commitment and support for the Project Plan.

Project Client: ____________________________ Date: ________________

Project Supervisor: _________________________ Date: ________________

Team Member: ____________________________ Date: ________________
Prepared By:  Wagner Lucero

Creation Date:  13/05/2013

Russells Place
Website

SCOPE
Russells Place Website
13/05/2013

Goal Description
The overall goal of the project is to develop a completely new website for Russells Place, divided in two periods: First trimester (Analysis and Design) and second trimester (Building and installation).

Triggering Problems/Opportunities
- We have an opportunity to build a website to Russells Place foundation because they need to promote their services, a better marketing and take advantage of internet facilities.
- To learn how to make a website using WordPress, with all benefits it has.

Supporting Objectives
- Customers can find quick, consistent and ordered information about Russells Place Foundation

Performance Measures and Targets
- Present info ordered according with the design making click in each link in the website in 5 seconds (each new page)

Deliverables
Once the project is finished, a complete version of the new web system is delivered to Russells Place foundation, including:
- Web system source code
- Database

Scope—Included
- Gather user requirements: All requirements for the new web system must be supplied by Russells Place Foundation which then being analysed by the developer team and project supervisor. Russells Place and the developer team have to agree on the features that are developed for the new web system
- Customize the look and feel: A template with these features:
  ✓ Home
  ✓ About Us (Info refered to Russells Place foundation)
  ✓ Projects (different projects that the foundation develops)
  ✓ Get Involved (ways of being part and assist the Foundation)
  ✓ Donate
  ✓ Contact us
  ✓ FAQ
- Customize the content management interface: A simple content management interface is designed for non-skilled users
- Input information to the new web system: All information for the new web system which is supplied by Russells Place Foundation during user requirements gathering process will be filled in

Scope—Excluded
- The new website is only concerned with:
  ✓ The look and feel of the front-end interface which will be presented at the end of first trimester (28/06/2013)
The installation and working website which will be presented at the end of second trimester (30/10/2013)
- The content management system for non-skilled user
- User registration

- The following features are not developed for the new web system:
  - Smart phone friendly interface
  - User registration
  - Newsletter
  - Google AdWords
  - Search Engine Optimization
  - Different site languages

- The precision of input information is responsibility of Russells Place Foundation

**Scope: Related Projects**

None

**Project Knowledge Repository**

Hosting required (in process) an appointment was made to the next May 24\textsuperscript{th}.

**Project Organization:**

Executive Sponsor: James Cook University Brisbane Campus
Sponsor: James Cook University
Project Supervisor: Dr. Cue

Project Team Members:
- Wagner Vladimir Lucero

**Project Budget**

As this project is covered by James Cook University’s policy, it becomes a free of charge project. However, the developer team’s responsibility is only dealing with technology development. All other external resources needed to complete this project must be supplied by the Russells Place.

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Project Timeline: Major Milestones
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</tr>
<tr>
<td>▪ Refine problem addressed and proposed solution</td>
<td>01/05/2013</td>
<td>29/05/2013</td>
</tr>
<tr>
<td>▪ Initial interface design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Build and customize the theme for WordExpress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Analysis and design the management interface for non-skilled users</td>
<td>30/05/2013</td>
<td>30/06/2013</td>
</tr>
</tbody>
</table>

Assumptions
- Team members will follow the communication plan
- The customer will make sure their existing facilities and resources (hardware, software, network) can support this project
- Russells Place Organization is willing to support the developers if required
- Project Plan may change when it is needed, new information and issues will be revealed

Constraints
- Constraints 1: Server side software requirements
  - PHP: 5.3+
  - MySQL: 5.0+
  - Linux based web hosting
- Constraints 2: Server side hardware requirements
  - Space: ensure an efficient space for future development (increasing database)
- Constraints 3: Client side software requirements
  - Browser: IE7+, Firefox, Safari, Google Chrome, Opera
  - JavaScript enable.
- Constraint 4: Short development time: Analysis and Design has to be delivered before deadline date (28/06/2012)

Prioritization of Constraints
- Development time: 3 months
- Analysis and Design: 2 months
- Domain, Hosting and Logo: One day
Initial Risks

<table>
<thead>
<tr>
<th>Task</th>
<th>Risk Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short time to develop</td>
<td>(High)</td>
</tr>
<tr>
<td>Information provided for the website</td>
<td>(Medium)</td>
</tr>
<tr>
<td>Learn Wordpres features and how it works to build a website</td>
<td>(Low)</td>
</tr>
</tbody>
</table>

Scope-Additional
Once the agreement is signed, any changes in the Scope-Included section regardless of adding or cutting down information will not be covered by this project. Further development for changes or new requirements may be negotiated on a case-by-case basis.

Website Layout Basic
- A header with logo
- Menu with all categories
- Two columns (left: navigation, right: info according with menu

Examples:
Welcome to WordPress. This is your first post. Edit or delete it, then start blogging!
Donations
To work with Donations, it has chosen the “SeamLess Donations” Wordpress plugin, which works with PayPal and has more features that can be useful for RussellsPlace Foundation such as:

- Donation selecting amount, filling donors’ information, billing information
- PayPal donation button
- Donate in honor of someone
- Anonymous donations
- To keep and to track donors and donation’s:
  (Personal Info, address, amount of donation, date, billing information)
- Thanks you mails, forms and info

Donation form to visitor
Tribute Gift

- Check here to donate in honor or memory of someone

- Check here if this is a memorial gift

Honoree’s Name:  

- Send acknowledgement via email to

  Name:  
  Email:  

- Send acknowledgement via postal mail to

  Name:  
  Address:  
  City:  
  State:  WA  
  Zip:  

Optional tribute gift expanded
## Donations Main Menu

### Donations

#### Date Range

Start Date: 1/1/2012  
End Date: 12/31/2012

#### Donation Report for 1/1/2012 to 12/31/2012

<table>
<thead>
<tr>
<th>Fund/Date</th>
<th>Donor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-08-08 2:55:16 PM</td>
<td>Allen Snook</td>
<td>$350.00</td>
</tr>
<tr>
<td>2012-08-08 2:51:48 PM</td>
<td>Allen Snook</td>
<td>$60.00</td>
</tr>
<tr>
<td>2012-08-08 2:50:12 PM</td>
<td>Allen Snook</td>
<td>$60.00</td>
</tr>
<tr>
<td>2012-08-08 2:54:48 PM</td>
<td>Allen Snook</td>
<td>$60.00</td>
</tr>
<tr>
<td>2012-08-08 2:55:16 PM</td>
<td>Allen Snook</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

Fund Subtotal: $570.00  
Grand Total: $570.00

Seamless Donations 2.0.1 by Designgeneers!
## Donors

### Date Range

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2012</td>
<td>12/31/2012</td>
</tr>
</tbody>
</table>

### Donor Report for 1/1/2012 to 12/31/2012

<table>
<thead>
<tr>
<th>Donor/Date</th>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-09-06 2:31:44 PM</td>
<td>Undesignated</td>
<td>$50.00</td>
</tr>
<tr>
<td>2012-09-06 2:41:01 PM</td>
<td>Undesignated</td>
<td>$35.00</td>
</tr>
<tr>
<td>2012-09-06 2:50:12 PM</td>
<td>Undesignated</td>
<td>$50.00</td>
</tr>
<tr>
<td>2013-09-08 2:51:48 PM</td>
<td>Undesignated</td>
<td>$88.00</td>
</tr>
<tr>
<td>2012-09-08 2:55:18 PM</td>
<td>Undesignated</td>
<td>$263.00</td>
</tr>
<tr>
<td>Donor Subtotal</td>
<td></td>
<td>$578.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>$576.00</td>
</tr>
</tbody>
</table>

Thank You Email Templates

### Email Template

- **The template on this page is used to generate thank you emails for each donation. You can include placeholders such as [fullname] [lastname] [fund] and/or [amount] which will automatically be filled in with the donor and donation details.**

- **From / Reply-To Email Address**

- **The email address the thank you email should appear to come from.**

- **Subject**

- **Thank you for your donation**

- **The subject of the email (e.g. Thank You for Your Donation).**

- **Body**

  - **Dear [fullname] [lastname],**

  - **Thank you for your generous donation of [amount]. Please note that no goods or services were received in exchange for this donation.**

  - **The body of the email message to all donors.**

  - **Anonymous Donations**

  - **You have requested that your donation be kept anonymous. Your name will not be revealed to the public.**

  - **This message will be included when the donor requests their donation get kept anonymous.**

- **Mailing List Join**

  - **Thank you for joining our mailing list. We will send you updates from time-to-time. If at any time you would like to stop receiving emails, please send us an email to be removed from the mailing list.**

  - **This message will be included when the donor elects to join the mailing list.**

---

**Donors**

### Thank You Emails

**Send a Test Email**

Enter an email address (e.g. your own) to have a test email sent using the template.

- **Email Address**

  - The email address to receive the test message.

  - **Send Test Email**
Working Journal

Russells Place

11/06/2013

WAGNER VLADIMIR LUCERO NAVARRETE
James Cook University
JCU number 12636330
About JCU, and Website update "Blonde Legal"

Sent Items
Monday, 8 April 2013 1:51 AM

Wagner Lucero Navarrete

Dear Davina,

My name is Wagner Vladimir Lucero, and I am the person who will be in charge of website update of "Blonde Legal" as part of my studies of Master of Information Technology (MIT) in James Cook University.

I would like to organize an appointment on this tuesday 9th if its possible, to introduce myself and to know about your expectations about your website.

Kind regards
Wagner Vladimir Lucero

DB HA
That is great to have you

Inbox
Monday, 8 April 2013 1:36 PM

DB HA [blonde_legal@hotmail.com]

Hi Wagner. Welcome on board. I am looking forward to having the website. Where and when would you like to meet.

Regards
Davina Hanson
Hi Davina,

Can it be on tuesday 9th, in "James Cooks" Building, level 2, at 2pm? Or if you know about another place please let me know.

Kind regards
Wagner Vladimir Lucero.

---

I can be there but you better give me some more directions. I will be coming up from the Gold Coast.

Davina

---

To:
DB HA [blonde_legal@hotmail.com]

Well, James Cook University building is located between Queen street and Creek street, specifically the address is 349 Queen St Brisbane. My mobile number is 0450434380.

You have a website now right? Can you give me the web adress?

Wagner Vladimir.
Hi Lorena

Thanks for the call today, I know that you will do a terrific job. As I said, I am leaving most of it up to you, being the expert here.

We would like something showing current stories about

1. Acquired Brian injury
2. Young people being forced to live in old age homes; If you find any stories pertinent to this, please add them.

Somewhere to thank the people that have helped us (ie you);

Information about the committee;

Email addresses for the committee;

A section for donations. We were also tossing up the idea of a 'virtual house' where people could buy a brick / window / door etc. and a sort of shopping list - so many bricks / door knobs etc. As soon as I have a plan for the house i will send it on.

Attached is a couple of ideas I had.
Hi Wagner

Could we please make the meeting just after 2.30pm. I am on the train now, and don't think it will arrive by 2.00pm.

Here is the web attempt that I have made: http://editor.wix.com/html/editor/web/render/edit/f5690d3c-4b38-4e36-935d-49e934db6fba?metaSiteId=12b4ca65-75e0-9565-9e54-dfdd286e4ef4&editorSessionId=7D9ADD5F-8D39-49F1-8D3E-C62F5476A1A9

Logon is: russell@safe2read.com
Password: davin

You will see that it is not very good.

Regards
Davina
You have a website now right? Can you give me the web adress?

Wagner Vladimir.

From: DB HA [blonde_legal@hotmail.com]
Sent: Monday, 8 April 2013 7:16 PM
To: Wagner Lucero Navarrete
Subject: Re: About JCU, and Website update "Blonde Legal"

I can be there but you better give me some more directions. I will be coming up from the Gold Coast.

Davina

---

To: 
DB HA [blonde_legal@hotmail.com]
Attachments: 
agreementwvdavina.docx (74 KB)

Hi Davina,

Here is the agreement that I was talking about, It is not ready completely, I asked my lecturer to help me with some corrections and I´m waiting for that, but i send you as i promised you, to you read it and to discuss and obtain a feedback about it.

Are you available on tuesday afternoon? To join and to discuss about the website

Kind regards
Wagner Vladimir.
Hi Vladimir

That agreement looks fine. I don't understand a lot of the technical computer jargon, so I hope that you will explain it to me sometime.

I am not able to come to Brisbane today, I have another appointment on the coast (2.30pm-3.30pm), but I am happy to talk to you over the phone. Just tell me what time suits you and I will call you.

Regards
Davina

---

Hi Davina,

There are some topics of the RusellsPlace website that we need to discuss about.

1) **Name for the website**
   Will be "Rusells Place" the name of the website? I´m talking about the name for internet, it could be [www.rusellsplace.com](http://www.rusellsplace.com) that is available on the internet, you only need to buy the domain. Cost 150 - 170 aud per year

2) **Hosting**
   You need to contract hosting services that is storage location for the storage of web pages and files. It has provide linux based web hosting with all the tools that appear in the contract. Cost 100 - 150 aud per year

3) **Logo,**
   Does RusellsPlace have a logo? if not will be necessary to work with a designer to get one.

4) **Structure of the website,**
   The structure that we were talking about was:
   - Home
   - About Us
   - Projects
   - Get Involved
   - Donate
   - Contact us
   - FAQ

   We need to discuss about each one in order to know what will be the content.
When are you available for a meeting? As always Tuesday afternoon will be perfect for me.

Kind regards
Wagner Vladimir.

Hi Vladimir

I am not very web-savy, so I hope that I have understood you well enough.

**Website:** I don't know where to look for a name, but, could we get RussellsPlace.org

**Hosting:** Again, not sure where to look for this. I will post an avert for someone to do this.

**Logo:** I have posted an avert for someone to design a logo, I have had one response, but have not been able to speak to the person yet. Can you give me some ideas?

Any afternoon is good for me to meet you. Is outside the city any better for you, where are you living?

Regards
Davina

How do you like this for a logo
Logo for Russells Place

To: Dick Adrian [ricadro33@hotmail.com]; Curtis Folts [curtisfolts@yahoo.com]; Damien Cox [damiencox2018@gmail.com]; Tuppence Hanson [mega_midget22@hotmail.com]; Wagner Lucero Navarrete

Attachments: (4)
Russells Place Graphic PNG (181 KB); Russells Place Logo Waylon PNG (12 KB); Russell’s Place Logo Sara pdf (2 MB); Russell’s Place Crystal.docx (28 KB)

Hi Committee

Vladimir from JCU who is doing the website has asked for a logo. I put an advert on Gumtree and here are four options for the logo for Russells Place.

Please let me know which one you like best.

Davina
Hi Dr. Cue and Davina

It is just to remind you about our appointment tomorrow morning at 11 am at James Cook University to buy domain and hosting for Russells Place.

Kind regards
Vladimir.
Hello Customer,
Your order has been successfully processed and is **Pending Setup**.

---

**Economy Hosting**

- **Domain Name:** russellsplace.org
- **Period:** 24 Month(s)
- **Status:** Pending Setup

---

**Product Setup**
The above product is pending setup from Crazy Domains, this process can take up to 48 hours depending on backlog. You will be notified by email once setup is complete.

If you have any enquires, please do not hesitate to contact our support team.
Thank you for choosing Crazy Domains :-)

Best Regards,

**Crazy Domains**
Support Team

e: help@crazydomains.com.au
w: www.crazydomains.com.au

**Australia's #1 for Domains & Hosting**
Australia - Thailand - New Zealand
Hello Customer,
Your internet domain name has been received and is Pending Approval.

russellsplace.org

Registration Period: 2 year(s)
Status: Pending Approval

Domain Approval Process
The above domain name is pending approval from the registrar, this process can take up to 48 hours. You will be notified by email once approval is complete.
If you have any questions, please do not hesitate to contact our support team.
Thank you for choosing Crazy Domains :-)

Best Regards,

Crazy Domains
Support Team

e: help@crazydomains.com.au
w: www.crazydomains.com.au

Australia’s #1 for Domains & Hosting
Australia - Thailand - New Zealand
Hello Customer,

This email is to inform you that your new Crazy Domains member account has been created. Your Member Account information.

You will need the following information to Login to your Member Account to manage your products.

Your Username is: russellsplace
Your Password is: russell16
To log in to Member Account click here.

Thank you for choosing Crazy Domains :-)
Hello Customer,
Crazy Domains has received your payment. **Please find Attached: Invoice | Order # 14013171**
This email confirms that your payment has been received. Your order is subject to further processing. Crazy Domains does not guarantee that the products in your order will still be available once this processing is complete.
Thank you for choosing Crazy Domains :-)

Best Regards,

Crazy Domains
Support Team

e: help@crazydomains.com.au
w: www.crazydomains.com.au

Australia's #1 for Domains & Hosting
Australia - Thailand - New Zealand
Davina,

I received all your mails in referenced to hosting and domain and I have began to work in the layout website.

I am attaching a word document with some features and layout choosen for the website. Can you give me some feedback about it?

On the other hand, the next tuesday at 9:30 am, as Dr. Cue have mentioned before, I will have to present the analysis and the design for the website for my classmates. You are invited to come, please let me know if you can.

Kind regards
Vladimir.

Hi Vladimir

In regard to the website.

LOGO: Did we decide to use the red 'R' as the logo instead of the one that I made up.

ABOUT US: I have updated the Committee Blurb

FAQ: That maybe could be obtained from other similar sites. eg: Why a home for just young people etc.
To answer any other questions, could you please ask them directly.

I look forward to seeing you next Tuesday.

Regards
Davina
About invitation to Davina from Russells Place

To: Nguyen, Cue
Attachments: Committee Blurb for Website.docx (80 KB)

Hi,

I forgot to tell you that Davina mentioned that she will come the next tuesday for the Russells Place website presentation

Can you send her the invitation please. Here is the mail that she sent to me when I asked about it.

Kind regards
Vladimir.

---

From: DB HA [blonde_legal@hotmail.com]
Sent: Wednesday, 5 June 2013 8:51 AM
To: Wagner Lucero Navarrete
Cc: Cue Nguyen JCU
Subject: About Russells Place

Hi Vladimir

In regard to the website.

LOGO: Did we decide to use the red 'R' as the logo instead of the one that I made up.

ABOUT US: I have updated the Committee Blurb

FAQ: That maybe could be obtained from other similar sites. eg: Why a home for just young people etc.

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