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TO: Molly Ruggles, Office of Educational Innovation & Technology  
FR: Charles Bent  
RE: OEIT Web Site Development

## **SERVICES PROVIDED BY SYP DESIGN & PRODUCTION**

**Features/Specifications** The site will contain the features and content specified in the Request for Estimate document.

### **General**

- Use customized Drupal content management system (CMS) to build entire site so that non-programmers can easily modify and add on to the site.
- Layout and navigation will be controlled using Drupal's Themes templating system
- Design of new site will match that of current site with possibly minor adjustments

### **Features**

- Hierarchy of user roles for managing site, including:
  - Super Administrator with access to entire site
  - Specific area Administrators
  - Authenticated users with specific privileges
  - Registered guests
  - unregistered guests
- Blogs and forums including:
  - Migrated edTechTimes blog
  - 2 separate blogs with different authenticated user bases and administrators
  - Forum(s) using existing user bases.
- CV section that contains a CV page for each staff member that includes:
  - contact information
  - body text
  - list of current and completed projects (this will be tied to project gallery section noted below)
  - images and multimedia (SWF) files
- Project Gallery section as a repository for OEITs projects. This section contains the following:
  - Entry page with list of projects ordered by project type (active learning, collaboration, cross media, visualization) plus search area that allows user to search for and list projects by category, fields, faculty/staff involved, date, group, etc
  - Individual project pages each containing main body copy, images, multimedia files (swf), web links, project date, group, category
- All other sections and pages of the site to match current OEIT website. These pages will be modifiable through Drupal's CMS back end administration

## **PROGRAMMING ESTIMATE**

### **Initial setup (15 hours):**

Initial project meetings with OEIT; work with OEIT to prepare development schedule; create development staging area for testing

### **Implement the CMS (70 hours):**

- Install Drupal CMS on test server
- Create custom theme based on current OEIT website design and integrate with CMS
- Setup blogs and forums
- Migrate content from current site into Drupal site
- Setup initial user roles for managing site

### **Customization of CMS (70 hours):**

The CMS will require customization to display sections/pages listed below. Most of the customization will involve database and database-driven content issues, such as:

- Migrate blog content from EdTechTimes (MovableType) into Drupal blog.
- Create CV section
- Create Project Gallery section including custom search

### **Additional (15 hours):**

Assist with the launch and troubleshooting of the new site; Training sessions

**Programming Estimate Total (170 hours at \$75/hour):  
\$12,750**

## **DELIVERABLES**

SYP will provide OEIT with all source code, files and artwork upon completion of project. OEIT will have sole ownership over the website, including all files related to the project. Files include:

- CMS source code
- Artwork
- Database