

# MEC Website Project

Mathematic Education Collaborative

Former Member

## 1. Background

The **Mathematic Education Collaborative** (MEC) is a nonprofit under the direction of Ruth Parker and Patty Lofgren, and was founded to help school districts learn to work with their parents and public. MEC offers an acclaimed series of mathematics content courses for elementary through university level teachers, leadership development for community-engagement, and on-going work with parents and the public, school and district administrators, and business and community leaders. With support from the National Science Foundation, MEC has developed a model for community-engagement in support of quality mathematics in schools and has implemented the model in several regions of the country.

MEC first engaged with NPower Seattle via NPower's classroom training, and subsequently inquired about assistance with a website and a database. Patrick Shaw and Leandra Darcy met with Ruth Parker, Patty Lofgren, and Patty Buckingham to talk about their website needs, about using a Content Management System (CMS) and the platform that NPower uses, Plone.

## 2. Engagement Description

- 1) MEC would like to develop a new website with a consistent look and feel, and is easily updatable by MEC staff. The existing information architecture is sound, meaning that NPower will not need to create a new site map and schema for MEC, although small changes to the top level names might be in order. The current website is challenging due to:
  - a. Only one MEC staff member being able to update the site, resulting in out dated information;
  - b. MEC is not happy with color and logo choices;
  - c. The site does not adequately reflect who MEC is and what they do;
  - d. Cluttered content and a lack of white space.
- 2) The primary users of the MEC site will be the education community, including teachers, professors, administrators, and board members, as well as potential grantors.

During our initial meeting, the following items were highlighted.

- NPower is recommending that MEC use Plone for their web platform.
- NPower will provide training to key MEC staff on using the Plone platform to update and maintain their website.
- MEC has a logo, but is open to suggestion regarding sprucing it up.
- MEC does not have a style guide and is open to suggestions from NPower's designer. Their existing logo and color choices are also open for discussion.
- The websites which best matches their aesthetic, features and philosophical goals are [www.teachersdg.org](http://www.teachersdg.org) and [www.casbs.org](http://www.casbs.org).
- There will be two levels of users for the website: administrators and public. Administrators will be able to edit all aspects of the site. The public will not be able to edit anything.
- Feelings inspired should include warmth, friendliness, caring.

### 3. Expected Outcomes

- ▶ A new website will be located [www.mec-math.org](http://www.mec-math.org).
- ▶ The new website will be hosted by NPower Seattle at zettai.net, a hosting service specializing in Plone websites.
- ▶ The new website will allow MEC staff to easily update content using a modern web browser.
- ▶ The website will include 5-7 top level navigation items such as (About MEC, Courses & Events, MEC Libraries, Contact Us, and Calendar. This is still to be determined upon a brief IA analysis.
- ▶ The website will include templates for sub level navigation that can be populated with content by MEC and which will retain the look, feel, and navigation of the rest of the site.
- ▶ The site will contain a Calendar that features MEC related events and is viewable by the public.
- ▶ The site will contain a Calendar which is private and will only be viewable by MEC staff who are given permission. NPower will implement a Plone add in product called CalendarX.
- ▶ The site will enable users to view and download documents.

### 4. Deliverables

- ▶ Phase I: Planning
  - Project management, meetings, review, travel time.
- ▶ Phase II: Design / Development
  - Design of site architecture and navigation
  - Two website “look and feel” design templates which set the overall visual style of the website. Designs will be reviewed by MEC. One design may be approved in total, or parts of each design may be selected. Feedback on the designs will be addressed and incorporated into a final design.
  - Photographs will be either acquired from a stock agency or from some public domain images will be found. Acquiring pictures is the responsibility of MEC. NPower can assist in this process but photo selection will require a change of scope
- ▶ Phase III: Coding and Production
  - Creation of Plone site and navigation
  - Coding of web page Plone templates.
  - Creation of content pages
  - Creation of public calendar
  - Creation of private calendar
- ▶ Phase IV: Publishing
  - Testing of site functionality
  - Deployment of the web site to the web hosting account in the production environment
- ▶ Phase V: Documentation / Training
  - An in-person training session to teach key MEC staff how the site’s pages can be edited and how additional pages can be added.
  - An in-person training session to teach the MEC site administrator how to manage users and logins, and moderate the listserv.
  - Website passwords, access instructions, and other documentation.

## 5. Estimated Consulting Hours and Cost

We only bill for actual time spent so if the time to complete a task is less than our estimate, your agency will pay only for the actual time.

Agency Budget Size 501k-5 million  
 Consulting Rate \$ 85.00  
 Actual Cost of Delivery \$ 125.00

	Consulting Hours	Actual Cost of Service Delivery	Member Savings	Total Agency Cost
<b>Task One: Planning</b>				
Project management, meetings, travel	4.0	\$ 500.00	\$ (160.00)	\$ 340.00
<i>(subtotal Task 1)</i>	4.0	\$ 500.00	\$ (160.00)	\$ 340.00
<b>Task Two: Design and Site Architecture</b>				
Information architecture, Navigation design, Visual Design	15.0	\$ 1,875.00	\$ (600.00)	\$ 1,275.00
Revise and finalize design	6.0	\$ 750.00	\$ (240.00)	\$ 510.00
<i>(subtotal Task 2)</i>	21.0	\$ 2,625.00	\$ (840.00)	\$ 1,785.00
<b>Task Three: Production</b>				
CSS customization	5.0	\$ 625.00	\$ (200.00)	\$ 425.00
Production of home and top level navigation pages	4.0	\$ 500.00	\$ (160.00)	\$ 340.00
Production of content pages	4.0	\$ 500.00	\$ (160.00)	\$ 340.00
Phone setup on staging servers	2.0	\$ 250.00	\$ (80.00)	\$ 170.00
Create public and private calendar	3.0	\$ 375.00	\$ (120.00)	\$ 255.00
<i>(subtotal Task 3)</i>	18.0	\$ 2,250.00	\$ (720.00)	\$ 1,530.00
<b>Task Four: Publishing</b>				
Move site to production servers	1.0	\$ 125.00	\$ (40.00)	\$ 85.00
Setup user accounts	1.0	\$ 125.00	\$ (40.00)	\$ 85.00
Testing	4.0	\$ 500.00	\$ (160.00)	\$ 340.00
DNS Setup	1.0	\$ 125.00	\$ (40.00)	\$ 85.00
<i>(subtotal Task 4)</i>	7.0	\$ 875.00	\$ (280.00)	\$ 595.00
<b>Task Five: Documentation</b>				
Create simple how to manual	2.0	\$ 250.00	\$ (80.00)	\$ 170.00
On site training	3.0	\$ 375.00	\$ (120.00)	\$ 255.00
Website hosting		\$ -	\$ 160.00	\$ 160.00
<i>(subtotal Task 5)</i>	5.0	\$ 625.00	\$ (40.00)	\$ 585.00
<b>Totals</b>	<b>55.0</b>	<b>\$ 6,875.00</b>	<b>\$ (2,040.00)</b>	<b>\$ 4,835.00</b>

Change of Scope:

If the time to complete a project is significantly more than estimated, (more than 10% of the estimate), or if new customer requests change the scope and time involved to complete the project, NPower will communicate with your agency and get approval on a Change of Scope form before continuing. This form will detail the out of scope items and contingencies and any new deadlines.

Work out of Scope:

- Any work required outside of this scope will require another signed scope of work before NPower can continue. Work out of scope will always be billed at the current regular member or non-member hourly rates that are published on our web site.

## 6. Rates and Terms

Rate: We bill in 15-minute increments whether on the phone, in person, or working on the project at our offices.

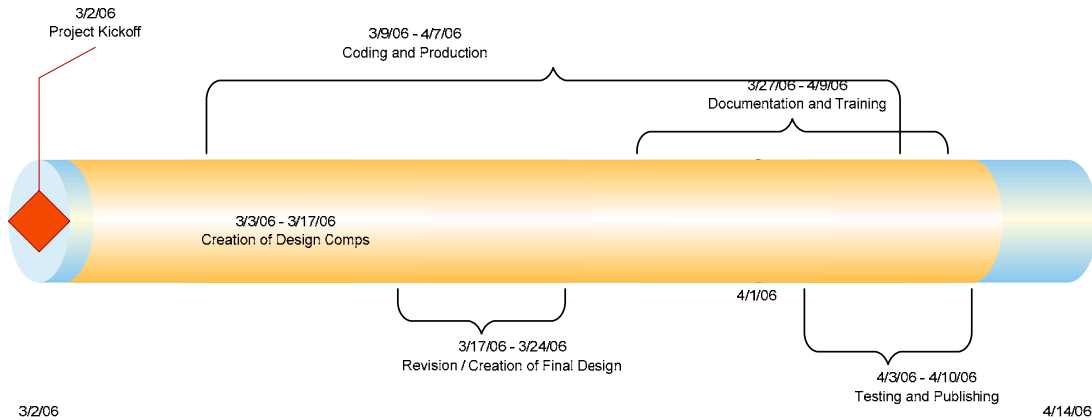
Terms: Work will be invoiced monthly. Balance is due 15 days from receipt of invoice. This estimate is valid for 30 days.

Travel: For tasks requiring visits to your site, travel time has been factored into the hour estimate. Special arrangements will need to be made outside a 60-mile radius of our office.

Additional Expenses:

- ▶ Handling billing for third party consultants (other than NPower subcontractors): cost + 10%
- ▶ Product procurement (e.g. miscellaneous parts, supplies, HW/SW, necessary to complete a project): cost + 10%
- ▶ Travel and subsistence (for projects requiring travel outside a 60-mile radius of our office): cost + 10%
- ▶ Other out-of-pocket direct expenses (e.g. parking, shipping, printing services): cost + 10%
- ▶ Photo acquisition: ~ \$80-\$135 per purchased image unless we find free images

## 7. Schedule, Work Plan and Deadlines



## 8. Hold Harmless

The agency/customer agrees to indemnify, defend, and hold NPower and its subsidiaries and affiliates, and their successors, officers, directors and employees, harmless from any and all actions, causes of action, claims, demands, costs, liabilities, expenses, and damages asserted against any of them arising out of or in connection with any work performed while under this agreement.

## 9. Scope of Work Acceptance

for NPower	for MEC
Name: Ann Jensen	Name
Signature	Signature
Title: Director of Consulting	Title
Date	Date