

Sample Project Proposal

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Project Summary

The information provided by the initial description brings out the following key requirements:

- **Web based interface for payment gateway**
- **Ability to receive invoices in excel format**
- **Import of contract rates into the system**
- **Database design that support contract rates and shipping rules/rates (assumed)**
- **Validation of invoice based on current contracted rates**
- **Valid/Rejected Invoices reporting (assumed)**

This breaks down in to the following deliverables at a high level:

- Database design/creation
- Web UI design
- User Login/Authentication
- Customer creation/setup
- Contract import/administration
- Invoice import
- Invoice validation
- Reporting (invoice validity)
- Build/deploy scripting
- Testing
- User and Administrator documentation (TBD)
- System security/password maintenance (TBD)

High Level Estimate

The project has a few key milestones

The milestones are designed to provide an opportunity for regular client feedback and useful deliverables.

- Development environment decisions and creation - includes agreement on a detail specification and requirements
- Navigation and look and feel design/implementation
- Database design and implementation

Project Plan/ Approach

Milestone Based

A milestone based approach to the plan allows for a steady stream of communication between RBC and the customer to ensure the end product matches the visions of the client.

Weekly builds

Each week a build will be provided for review to see progress outside of milestone deliveries. Status will also be sent out each week.

Milestones

These are based on description and past experience. May be adjusted before job acceptance.

- Application flow/screens. Clickable demo
- User Admin/Application Home Page
- Customer creation/administration
- Contract creation/administration
- Invoice Import functionality
- Invoice validation functionality
- Reporting
- System Testing
- Documentation
- Deployment scripts/testing

Timing/Cost

Milestone Timeframe

The clock will start on the project upon client acceptance. Each of the time values for the milestones is an elapsed time from the prior milestone. For example a milestone with a time of one week will be delivered one week after the prior milestone is delivered.

- Development environment decisions and creation (1 week)
- Navigation and GUI design, Database Design (1 week)
- Application flow/screens. Clickable demo (1 week)
- User Admin/Application Home Page (1 week)
- Customer creation/administration (1 week)
- Contract creation/administration (1.5 weeks)
- Invoice Import functionality (1.5 weeks)
- Invoice validation functionality and reporting(1 week)
- Testing (1 week)
- User and Admin guides, deployment script/test/run (1 week)
- User Acceptance testing (2 weeks)

Total elapsed time: approximately 3 to 4 months (including testing)

Cost/Payments

Total cost for the project is \$22,500. Payment schedule would be:

- Project start: 10% (\$1900)
- Completion of Clickable demo milestone: 20% (\$3800)
- Completion of AR and AP reports/admin milestone: 20% (\$3800)
- Completion of Deployment (ready for beta): 30% (\$5700)
- Project Final Acceptance: 20% (\$3800)

Milestones are delivered in the order listed in the Milestone Timeframe section above. Project support (bug fixing) will continue for up to six months after the project.