

Scope of Work

Date	10-06-2024
Client Name	Mourad Amer
Project Name	IEREK
Requested By	Gulam Moinuddin Khan
From	Capital Numbers

Summary

The below-mentioned functionalities define the modules that were not mentioned and considered in the agreed scope of work. So I am sharing the below-mentioned scope in which various modules and their functionalities are listed. Please find the scope of work.

Project Scope

This statement of work covers the following activities and deliverables:

- Following is an overview of the features and sections that will be developed:

Section/Feature	Description
Admin Area	
Scientific Committee and WAPS Members	• As an admin, I should be able to view the list of SC and WAPS members. • As an admin, I should be able to edit SC and Waps members Page that include ○ Banner adding, Edit, Delete. ○ Add, Edit or delete Text Content or description of the page. • As an admin I should be able to do below mentioned actions on the List of SC and WAPS members

	■ Add/View Scientific Committee or Waps member ● Select if a user is SC member or a WAPS member ● Add the Details of the member ○ Name ○ Short Biography ○ CV URL: Enter the Url that will redirect the frontend user to external link. ■ Actions: Add, Edit or delete ○ Study/Work (This can be used to filter the SC and WAPS members) ○ Topic/keywords ■ Edit SC member/WAPS members ● Edit details of the member ● Delete the details ■ Delete the Member ● The admin can search a member by entering Keywords.. ● The admin should be able to export the list members in CSV format. Note- We have updated the scope of work depending upon the comments and clarifications shared by the client in the document shared. The above mentioned functionality be implemented in the complete management of SC members and WAPS members. The functionality that is described in the video considering the number of fields while adding the SC and WAPS mebers for this module will not be implemented completely.
Manage Branches	● As an admin, the user should be able to manage the branches that will be displayed on the Contact Us form. The branches will include the below-mentioned details. ○ Title ○ Address ○ Telephone ○ Mobile ○ Email ○ Google Maps shows the address of the branches with zooming options of plus and Minus.
Manage IEREK Press homepage	● As an admin user, I should be able to view and manage the IEREK Press homepage. ● As an admin user, I should be able to view and manage details on the IEREK press page, including a list with some short description,

	a small image of ESSD, Archive, Recourceedings, and Baheth, Starter kit (PDF link), indexing information(PDF link), special issue(pdf link), Upcoming Conference (redirecting the user to IEREK upcoming conferences). • I should be able to add the links (PDF link or web page link) to the Readmore • I should be able to view and manage banner images • I should be able to view and manage social media links. Note: As per the discussion there is only one homepage in the IEREK press Module. So we have only included designing efforts and costing of 1 homepage.
Manage Venue Locations on a Map	• As a user, I should be able to view the venue location on the map. • Google Maps shows the address of the branches with zooming options of plus and Minus.
Manage Book Series Menu	• The admin should be able to manage the dynamic menu of the book series. • The admin should be able to manage the name. • The admin should be able to manage the link where the frontend user will be redirected. • The user should be able to manage the icon for the drop-down list.
Manage to Apply Now Module(become a host or co host)	• The admin should be able to manage the Content of the Page. • The admin should be able to manage the text and Image on the page. • The admin should be able to manage the request received through the form. The admin can accept or reject the request. • The admin can view the details of the request submitted by the frontend user. • The admin can view the list of submissions and export the list in a CSV format. • The admin can view the details, search, sort, and filter the list.
Manage Careers(vacanciess and internships)	Career Page • The admin should be able to manage the banner image. • The admin Should be able to view and manage the content of the career page. Vacancies • The admin should be able to view and manage the list of

	opportunities or vacancies along with their description including the minimum qualification required, Job description, roles, and Job title, requirements. • The admin should be able to add, edit and delete fields in the form. • The admin should be able to enter the email which the user can contact in case of any information. • The admin should be able to receive the application received from the frontend user. • The admin can view and download the application received from the frontend user along with the job requirements or job details. • The admin should be able to respond to the applicant in terms of status [in progress, accepted for initial interview, reject]. • The admin should be able to get the notification in the app as well as email (if any). Internships • The admin should be able to manage the banner image. • The admin Should be able to view and manage the content of the internship page. • The admin should be able to view and manage the list of internships along with their description including the minimum qualification. • The admin should be able to enter the email which the user can contact in case of applying. • The admin should be able to receive the application received from the frontend user. • The admin can view and download the application received from the frontend user along with the internship details. • The admin can apply search, sort, and filter to the list. • The admin should be able to get the notification in the app as well as email (if any). Note: The fields of the forms(career and vacancies) are mentioned in the frontend panel. These fields will be dynamic on the and can be managed from the backend admin.
Manage YouTube Video Links	• View and Manage list of Videos • Order of the videos • Image on the tile • Title • URL of a Youtube Video

	• Status • Action ○ Manage ■ Edit ■ Delete ○ Add a Video ■ Position/Order ■ Title ■ Image ■ YouTube Video URL
Replying to the submission done by frontend user	• The admin should be able to reply to the responses received from the frontend user through the submission form. • There would be a filtering option to view the submissions from IDirect or IEREK. • The submission forms that consist of frontend user personal details and research documents that are abstract or paper will be received from ○ I Direct Page ○ IEREK Conferences ○ Become a Host or Co-host ○ Submit for an Organization Idirect ○ Submit for an Individual Idirect ○ Contact Us ○ Sign up to IEREK ○ Become a Host ○ Register for Conference ○ Submit Abstract/Paper for a Conference ○ Become a Speaker ○ Media Coverage Request ○ Newsletter Subscription ○ Become a Sponsor ○ WAPS & SC (New name: SC members) • For the list that is mentioned for all the automatic reply will be shared to the frontend user from the system
Manage Feedback and Suggestions	• The admin should be able to view the list of feedback and suggestions, name, and, email provided by various users. • As an admin, I should be able to manage the Banner Image. • As an admin, I should be able to manage the text description that will be seen on the front-end side.

	Note- The admin can't make responses to the feedback and suggestions from the admin panel.
Manage Icons of Homepage	- As an Admin, I should be able to view and Manage the Icons that are already created. - As an admin, I should be able to add an image of the icon and text title to it. - As an admin, I should be able to add a link to the Icon that will redirect the user to the specific Page. - As an admin I should be able to view 8 Icons that are - Workshops - IEREK Press - Scientific Committee - Asti Book Series - IDirect Page - Baheth - Blog Note: We have considered only above mentioned Icons only. Any addition in the number of icons is not considered. We have also not considered the shuffling of the icons.
Manage FAQ Page	- The admin should be able to view the list of question and their answers. - The admin should be able to view and manage the categories of the FAQ like conferences, workshops, etc. under which various questions can be placed. - The admin should be able to manage the list of questions and answers and their categories. - The admin should be able to add or delete the question or category from the list. - The admin should be able to view and manage the banner image of the FAQ Page.
Manage Partners	- As an admin, I should be able to upload the image that will consist of icons of the partners. - This image will be displayed in the partner section at the front end. - Add a URL for partner that will be linked to the image of the partner. - As an admin, I should be able to download the partner list in a .CSV format.
Manage Additional	The admin should be able to view and manage the text added on

Service Page	the additional service pages. • Manage multiple service Names, Descriptions in text, and Email IDs for different service Names.
Accepting or rejecting a request	• The admin would be able to receive a request when a user fills a submission form. • The admin would receive requests from the following forms ◦ Submit for an Organization Idirect ◦ Submit for an Individual Idirect ◦ Submit Abstract/Paper for a Conference ◦ Career forms filling ◦ Become a host or co-host(Apply Now) ◦ Internship form • The admin can accept or reject the request. • The admin can view details that are received from the submission. • The user can accept and reject the request received from the frontend user. After selecting the option for the request an automatic reply will be shared with the frontend user.
Downloadable and filtering the list options	• As an admin, I should be able to download the received forms list that is mentioned below from the admin panel to be downloadable in a . CSV format. ◦ Sign-up Form ◦ Registration Form ◦ Keynote Speaker Form ◦ Host Form ◦ Co-host / Partner Form ◦ Sponsorship Form ◦ Media Coverage Form ◦ Partners Form ◦ Newsletter Form ◦ I-direct Form ◦ Jobs Form ◦ Questions Form ◦ Payments ◦ Submitted Abstracts ◦ Submitted Papers ◦ Contact Us • The admin can apply filters to the list and have the capability to download the filtered list. • The User information that is required during the login process, all of which can be used to filter users in the admin panel, Full name

	(not initials, in Latin/ English characters only, complete words), primary/ secondary email (only primary required), institution/company/ organization, etc. name(req), title(req), city (req), country (req), address (optional), mobile number (required), LinkedIn profile (optional), Scopus profile (optional), ORCID ID (optional), website (optional), Keywords that apply (field of interest)(excel sheet will be shared for this by the client). The admin will have the capability to download the unfiltered or complete list and can also download the filtered list. Note: Only the list of forms that is mentioned above is considered any addition in the number of forms will require additional efforts and costing. The sheet that was provided by the client to explain is attached here.
Manage images on the previous edition page	- As an admin, I should be able to View, Add, and delete the images on the previous edition page in a particular section. - As an admin, I should be able to add multiple images in this section.
Adding custom messages while sending an email	As an admin, I should be able to add custom text messages that will be sent to the frontend email address. Note- The structure will remain the same only text content can be changed.
Payments(Cash Mode)	- As an admin, I should be able to view the type of payment “Cash” in payment listings. - As an admin, I should be able to view the below-mentioned details in cash payment mode - Payment ID- The system will assign and generate the payment ID automatically, whether the participant selected to pay through cash/bank transfer/online payment, a system-generated payment ID will be assigned and it will be reflected on the invoice and receipt of the payment. The payment ID should be unique in their payment mode, which will help the financial department to differentiate the mode of payment from the ID. - Event- It will show the conference for which the payment is made - User- It will show the email ID of the frontend user - Date- Date on which the payment is made - Amount

	○ Currency ○ Type- Cash, Online, or bank transfer ○ Action ■ Approve ■ Decline ● As an admin I should be to send the invoices to the registered email address of the frontend user. The admin can view a option to send invoice for particular payment transaction to registered email address of the frontend user. ● Ability to reflect Cash payments (manual) into the payments log and approve cash payments, while inserting information on the amount/ date/ etc., through the system/ website ● Payment ID will be assigned manually by Admin so User ID and Payment ID will be tracked for Loyalty Programs.
Upload template Consent Form	● As an admin, I should be able to view the list of templates or format uploaded for signing the consent. ● As an admin, I should be able to view, upload or delete the previously uploaded consent form. ● As an admin, I should be able to upload the PDF or Doc File that can be downloaded by the frontend user. ● As an admin, I should be able to view the list of consents shared or uploaded by the frontend user. ● As an admin, I should be able to view the details of the user who uploads the consent Form. ● As an admin, I should be able to download the consent form in a PDF format. ● As an admin, I should be able to download the list of users who provided their consent in a CSV format.
Manage I Direct	● As an admin I should be able to view separate module of Idirect for managing the Idirect module separately. ● As an admin, I should be able to manage the banner available on the Idirect Page ● As an admin, I should be able to manage the text content on the Idirect Page. ● As an admin, I should be able to manage the images available on the Idirect Page. ● As an admin, I should be able to manage the youtube link that will be displayed on the I direct Page. ● As an admin, I should be able to manage the Topics that will be displayed on the Idirect page. As an admin, I should be able to manage below mentioned details of the topic

	○ Image for topic ○ Text Title- Name of the Topic ○ Short Description ○ Complete Description ● As an admin, I should be able to view the list of submissions done by the frontend user through the Idirect Page. ● As an admin, I should be able to view the details of the submission, including frontend user details, and submission details, and download Paper or abstract. ● As an admin, I should be able to accept or reject the paper submission request by the frontend user. ● As an admin, I should be able to view if the submission is done by an individual or by an organization. ● If a frontend user submitted the paper as an organization, the admin should be able to view the uploaded file and a Google link attached with the submission. ● As an admin, I should be able to download the submission(abstract or Paper) and access the Google Drive link. ● As an admin, I should be able to download or export the list of submissions in a CSV format. Note- The IDIRECT and IEREK will have the same database.
Manage Rotational Sliding Banner	● List of Banners already added ● Add Banner Image ○ Choose the Position ○ Image upload option(Browse option) ○ Enter Image URL ● Add Link to which the user will be redirected(Admin) ● List of already added banners ● Status ● Actions ○ Manage already added rotational banners ○ Edit the details ■ Edit URL ■ Image ■ Order/Position ■ Update Button ○ Delete the banner completely
Manage featured Conferences	● List of featured conferences ● Order of conferences: manage order capabilities ● Event Title

	• Add featured conferences • Status • Actions ◦ Manage ■ Edit • Change the order • Down down option to select the conference already created. The conferences should be filtered or arranged in alphabetical order. • Drag and drop option for featured conferences to change the order of the conferences. ■ Delete
Addition to Conference Module	• Addition of Fields while creating conferences ◦ Outsources URL- ◦ Meta Title (For Seo) ◦ Meta Keywords (For Seo) ◦ Options ■ Egyptians Fees(Currently no longer using) • Important dates: The admin can add important dates in a tabular format with the option to add or remove rows and columns. • Fix the Duplication of the abstract when submitting. Note-Manage Conference Widgets- We have removed this functionality as per the client's comments previously. Estimates and costs for SEO are not included
Manage Discounts	• As an admin, I should be able to view the list of discounts that were created in the past. • As an admin, I should be able to view the details of the discount that is Discount Name, date, and Discount percentage. • As an admin, I should be able to add, edit, or delete the discount. • As an admin, I should be able to add and edit the discount percent attached with the Discount Name. • As an admin, I should be able to provide discounts based on their roles that are ◦ Author Discounts ◦ Conference Committee Member ◦ Keynote Speaker Discount ◦ Moderator Discount ◦ Editor Discount ◦ Host Discount ◦ Co-host Discount

	○ Chairperson/Co-chair Discount ○ Customization / General ● The discounts will be set manually by the coordinator/ admin/ financial accountant for this purpose. Note-The sheet that was provided by the client to explain the discount percentage is attached here. ● As an admin, I want to be able to set discounts for authors, co-authors, and Audience based on their attendance. ○ This should take into account IEREK's membership loyalty program which provides accumulative discounts of 5% for each time attended. For Example: if a user attends a conference in 2022 and registers for 2023, a 5% discount will apply to my payment. If I register for 2024, a 10% discount will apply to my payment. The maximum would be 25%.
Inviting users through the dashboard	● As an admin, I should be able to invite a user (with a specific role) an invitation email should be sent through the dashboard to their emails to invite them to log in, giving them immediate access to the intended role. ● This functionality applies to the conference chairperson, Publication Editor, Reviewer, and Session Moderator. ● The admin Needs to create the account of the above-mentioned roles first in order to invite them. ● The users will receive the invitation mail that includes credentials to log in and a link to the platform.
Media Module (Option 1)	Blogs Module: ● As an admin, I want to be able to view blogs and news modules in the dashboard through which I can manage news and blogs. ● As an admin, I want to be able to create, edit, and delete blog posts. ● As an admin, I want to be able to upload, edit, or delete images to the blog posts. ○ Tile Image: Displayed on the list view of the blogs ○ Internal Image: This image will be displayed when the detailed view of the blog is opened. ● As an admin, I want to be able to upload, edit, or delete text to the blog posts. ● As an admin, I want to be able to view a list of all blog posts along with their publication date.

- On clicking a particular blog, I should be able to view a detailed view of the blog.
- As an admin, I want to be able to search for specific blog posts by title or typing a keyword.
- As an admin, I want to be able to view, delete, and add replies to the comments on blog posts.
- As an admin, I want to be able to view data of a particular blog post likes, and total comments.

News Module:

- As an admin, I want to be able to create, edit, and delete news articles.
- As an admin, I want to be able to upload, edit, or delete images to accompany news articles.
 - **Title Image**
 - **Internal Image**
- As an admin, I want to be able to view a list of all news articles along with their publication date.
- Clicking on any of the news will redirect the admin to the detailed view of the news.
- As an admin, I want to be able to search for specific news articles by title or by typing a keyword.
- As an admin, I want to be able to view, reply, or delete the comments on news articles (if applicable).
- As an admin, I want to be able to view data of the news article that is comments and likes.

General Functionalities

- As an admin, I should be able to add the news to the list of the breaking news.
- As an admin, I should be able to add the blogs to the latest blog list.
- As an admin, I should be able to add or remove the blog or news from the latest or breaking news list.
- As an admin, I should be able to add, view, delete, and edit the text displayed on the Media Page.
- As an admin, I should be able to add, view, delete, and edit the banner image on the page.

Note- We have not considered the efforts for data migration or content writing or data entry in this scope. If the data migration is required for blogs and news module additional efforts would be required.

Manage the About section of the Home page	- The admin should be able to add, update, and delete the text content in the About section of the homepage - The admin should be able to add, update, and delete the image in the About section on the homepage
Sender Email Address	- Every email that the website sends should be from the corresponding email of the event. - As every conference has its unique emails, and every department that client have, has its own email as well, such as all invoices, receipts, and payment confirmation emails will be sent from financialservices@ierek.com and creating an account confirmation email will be sent from (for example) registration@ierek.com and all conference emails and registration emails will depend on the conference and the email Id assigned to it.
Manage Features services	- The admin should be able to view and access the featured services from the dashboard. - As an admin I should be able to add, delete, view featured services to the platform for Workshop, Summer School, and Winter school. - The Admin can add details like - Image - Title - URL - The details will be reflected in frontend of the website and users will be redirected to external link upon clicking.
Allocating User ID	- When the frontend user registers to the platform a system-generated User ID will be assigned to every user and can be visible in the user list. - Upon registering in the platform, every user should be provided with a unique user ID through which the user can be identified. - This user ID will be used to track the payments done by the frontend user. - The user ID can be used in cash mode payments. Note- We have not considered managing subscription Plans. We have only considered allocating a unique System generated user ID to every member of the platform.
Frontend User	

Homepage (Additional Changes)	- As a front-end user, I should be able to view news and blogs. - As a user, I should be able to view the Icons that were created by the admin. Clicking on the Icon will redirect the user to the URL attached to that icon. As a user, I should be able to view the icon's image and title. - As a user, I should be able to view 8 Icons that are - Conferences - IEREK Press - Workshops - Scientific Committee - Asti Book Series - IDirect Page - Baheth - Blog - As a user, I should be able to view sliding banner and when the user clicks on the banner the user would be able to redirect to the link attached with the link. - The frontend user should be able to view the text content in the about section of homepage - The frontend user should be able to view the image in the about section on the homepage. Note: We have considered only the above-mentioned Icons. Any addition in the number of icons is not considered. We have also not considered the shuffling of these icons.
User ID	- Upon registering on the platform, every user should be provided with a unique User ID through which the user can be identified. - This User ID will be used to track the payments done by the frontend user. - The User ID can be used in cash mode payments. - The User ID can be visible in the My Profile module as well.
Remember Me functionality on the Login Page	- The user can use the remember me functionality to save his ID and password for future login processes. - This functionality will be applicable on the Login Page. - Delete the slug when the user sign in
Contact Us	Our branches' Section: The frontend user should be able to view the branches - Title - Address - Telephone

	• Mobile • Email address • Google Maps showing the address of the branches with zooming options of plus and Minus.
Apply Now (Become a host or co-host)	On clicking the detailed view will open • Banner Image • Title: “Be a main host or Co-Host university “ • Text Details • Forms ○ University Name ■ Contact person Name ■ Contact person email ■ Contact person affiliation ■ Conference facilities overview and capacity ○ Text details ○ Forms ○ University Name • Contact person Name • Contact person email • Contact person affiliation • Conference facilities overview and capacity • Residential hall overview and on/off campus accommodations capacity • Catering, meals, and reception • Location • Pre-conference programming • Budget (pre and post-conference) • Once the form is submitted by the frontend user the user should be able to receive an email on the frontend user’s email address. • The user would receive an email when the user’s submission is accepted or rejected by the admin.
Featured IEREK services	• When the frontend user clicks on the image, the user will be redirected to the external link that is managed by the admin.
View Branches	• As a Frontend user, I should be able to view branches on the Contact Us form • I should be able to view the below-mentioned details on the contact use form ○ Title ○ Address ○ Telephone

	○ Email address ○ Mobile ○ Google Maps showing the address of the branches with zooming options of plus and Minus.
Display Venue locations on Map	● As a user, I should be able to view the venue location on the map. ● Google Maps showing the address of the branches with zooming options of plus and Minus
Search Bar	● The user should be able to view the search bar on the homepage and all the pages in the web application. ● The user should be able to view and search anything through a keyword that is available on the IEREK website that is conference, venue, or other important information by typing a keyword.
Media Module(Optional 1)	Blogs Module: ● As a front-end user, I want to be able to view the list of blog posts on the homepage. ● As a front-end user, I want to be able to click on a blog post to view its detailed content. ● As a front-end user, I want to be able to see the tile image of each blog post in the list view. ● As a front-end user, I want to be able to see the internal image of a blog post when I open it. ● As a front-end user, I want to be able to search for specific blog posts by title or keyword. ● As a front-end user, I want to be able to view comments on blog posts and add my own comments. ● As a front-end user, I want to be able to see the publication date of each blog post. ● As a front-end user, I want to be able to see the total number of likes and comments on a blog post. ● As a front-end user, I want to be able to see the latest blogs listed separately on the homepage. ● As a front-end user, I want to be able to navigate to the Media Page to view additional text content managed by the admin. ● As a front-end user, I want to be able to see the banner image displayed on the page. News Module: ● As a front-end user, I want to be able to view the list of news articles on the homepage. ● As a front-end user, I want to be able to click on a news article to view its detailed content.

	- As a front-end user, I want to be able to see the title image of each news article in the list view. - As a front-end user, I want to be able to see the internal image of a news article when I open it. - As a front-end user, I want to be able to search for specific news articles by title or keyword. - As a front-end user, I want to be able to view comments on news articles and add my own comments. - As a front-end user, I want to be able to see the publication date of each news article. - As a front-end user, I want to be able to see the total number of likes and comments on a news article. - As a front-end user, I want to be able to see the breaking news listed separately on the homepage. - As a front-end user, I want to be able to navigate to the Media Page to view additional text content managed by the admin. - As a front-end user, I want to be able to see the banner image displayed on the page. General Functionality - As a user, I should be able to share the news and a blogs on a social media - Facebook - Twitter - Youtube - Instagram Note: In case if any premium script is required during the phase of development then client will provide the script.
IEREK Press homepage	- As a front-end user, I should be able to view the IEREK Press module's homepage. - As a frontend user, I should be able to view details on the IEREK press page, including a list with some description of ESSD, Archive, Recourceedings, and Baheth, Starter kit (PDF link), indexing information(PDF link), special issue(pdf link), Upcoming Conference. Clicking on these links will redirect the user to external links. Manage the external links content is excluded from the scope. - ESSD: Redirect the user to the external link managed externally out of this platform

	○ Archive: Redirect the user to the external link. ○ Recourceedings: Redirect the user to the external link. ○ Baheth: Redirect the user to the external link. ○ Starter Kit: It will open a PDF link ○ Indexing Information: It will be a PDF link ○ Special Issue: It will be a PDF Link ○ Upcoming Conference: Redirection to IEREK upfront-end conference ● As a frontend user, I should be able to view text content. ● As a frontend user I should be able to view images on the page. ● I should be able to view banner images ● I should be able to view social media links ● I should be able to search by typing a keyword in the search bar. ● As a user, I should be able to view a link and on clicking it the user should be able to view the pdf file attached to it for instructions.
Workshops	When the frontend user clicks on the Workshops he will be redirected to the workshop of coeus Workshop. No management of the workshop would be there in the admin panel. The user would be redirected to Coeus Workshops.
Study abroad	When the frontend user clicks on the study abroad he will be redirected to the coeus module. No study abroad module management would be in the admin panel. The user would be redirected to Coeus.
Add a redirection	● Add a redirection link (menu) from IEREK to Coeus. Note: The COEUS website menu will be handled by COEUS team
Career Pages	Vacancies ● The user should be able to view the banner image. ● The user should be able to view the content of the career page. ● The user should be able to view the list of vacancies. ● The user should be able to view the below-mentioned details ○ Job Title ○ Text Description ○ Qualifications ○ Requirements ● The User should be able to apply on various posts. ● The user should be able to fill out form details while applying for a particular post.

	Note- The fields of this form will depend upon the fields added by the admin from the backend ○ Personal information ■ Name ■ Address ■ Phone/Mobile ■ Email ■ Date of Birth ■ Marital Status ■ Military Status ○ Education ■ High school Name ■ Faculty/University ■ Degree/GPA ■ Others ○ Languages and Fluency analyser ■ Language ● Arabic ● English ● Others ■ Fluency ● Fair ● Good ● Very Good ● Fluent ■ Work Experience ● Company ● Position ● From ● To ● Final Salary ■ Extra Curricular Activities/Internships ● Institution ● From ● To ● Role/Position ■ Position Applying for ■ Expected salary ■ Date you can start on ■ In case of changing Current Job, please mention the reason
--	--

	• The user should be able to get the notification on submitting the form, when the status of the application is changed by the admin(accept, reject, in progress). Internships • The user should be able to view the banner image. • The user should be able to view the text content of the internship page. • The user should be able to view the list of internships along with its details and description • The user should be able to fill out form details while applying for a particular post. ○ Personal Information ■ Name ■ Address ■ Phone/Mobile ■ Email ■ Date of birth ○ Education ■ School ■ Faculty/University ○ Languages and fluency ■ Languages • Arabic • English • Others ■ Fluency • Fair • Good • Very Good • Fluent ○ Work experience/Previous Internships ■ Company ■ Position ■ From ■ To ■ Final salary ○ Vacancy applying For • The User should be able to apply for various internships. • Once the form is submitted for internship by the frontend user the user should be able to receive an email on the frontend user's email address.
--	---

	The user would receive an email when the status of the submission gets changed that is in progress, accepted or rejected by the admin. Note: We have considered the dynamic form for vacancies only. We have not considered the dynamic forms for internships.
Book series	- The menu of the book series will be dynamic. - When the frontend user clicks on the book series drop-down menu he will be redirected to the external link.
Suggestion and Feedback	The user would be able to provide a suggestion and feedback to the admin by filling out a form that has the following fields - The frontend user would be able to view banner images and text descriptions. - The frontend user should be able to enter below-mentioned details - Name - Email - Suggestion or feedback - Submit button On submitting these details will be shared with the admin.
Videos	- The user should be able to view the list of videos. - The user should be able to play the videos by clicking a particular link to the video. - Only the YouTube videos will be played on this website.
Additional Services	- The user should be able to view additional services that are provided through this website. - The page will include only text and description under certain headings. - The user should be able to view different service names, descriptions, and Email ID
FAQ Page	- The user should be able to view the banner image of the FAQ page. - The user should be able to view the categories of the FAQ page like conferences, workshops, etc. The user needs to select one category from the FAQ. - The user should be able to view the text details that are managed from the backend.

	The user should be able to view the list of questions and their answers.
COEUS Institute	These will be redirection links that will be on the homepage and once the user clicks on these links the user will be redirected to other websites. Note: These links are static or fixed and can't be managed from the backend admin. Apart from this, we will not make any changes in the third-party websites on which the user will be redirected.
Subscribe to the newsletter	- As a visitor to the website, I want to see a clear and inviting newsletter subscription form on the homepage, so I can easily subscribe to receive updates. - As a user, I want the newsletter subscription form to have validation checks for my email address, so I can be sure that I've entered a valid email before submitting. - As a user, I want to receive a confirmation message or email after successfully subscribing to the newsletter, so I know my subscription was successful. - As a user, I want the option to unsubscribe from the newsletter easily, either through a link in the newsletter emails or on the website, so I have control over my subscription. - As a user, I want to receive a confirmation or acknowledgment message when I unsubscribe from the newsletter, so I'm sure that my request was processed. - As a user, I want to receive a welcome email after subscribing to the newsletter, providing information about what to expect and any exclusive benefits or offers.
Our partner	- As a frontend user I should be able to view the partner section. - In this section, the frontend user can view the image that has the partner's logos on that. - When the frontend user clicks on the logo image of the partner, the user will be redirected to an external link.
Quick View at Conference	With this functionality, the user would be able to see a quick view of the conference or the workshop, and in the quick view, only the user would be able to register, and view images and some text of related to the conference or workshop.
Automated responses	The user would be able to receive the confirmation in the email when he submits any form or vacancy or internship form.

	The user would be able to receive the mail when the submission (abstract or paper) is accepted or rejected by the admin. Note- The sheet that was provided by the client to elaborate is attached here.
Conference and IEREK submission (abstract or Paper)	- As a front-end user, I should have an option if I want to upload the abstract or paper. - As a front-end user, I should be able to upload the paper directly without restriction to upload the abstract first and then the paper.
Images in the Previous Edition Page	- The user should be able to view the images on the Previous edition Page. - As a frontend user, I should be able to view multiple images in the section of the Previous editions Page.
Payments(Cash Mode and Egyptian currency)	- The frontend user can select the option to pay in cash by entering the below details - User ID - Phone - Checkbox to Agree on terms and Conditions - The user should be able to pay in Egyptian currency. Egyptian currency is required as one of the payment options.
SC Members and WAPS	- As a frontend user, I should be able to view banner Images and text content. - As a frontend user I should be able to view a list of all the SC members and WAPS on a single page. - As a frontend User, I should be able to view the below-mentioned details of the SC and WAPS member - Name - Short Bio - Clicking the Name will redirect the user to the external link of their CV. - As a frontend User, I should be able to search for an SC and WAPS member. - The frontend user should be able to filter the committee members using, field of work/study or topic/keywords. Note: When the user clicks on the name the frontend user will be redirected to the external link. Managing the things of the external links is not considered in this scope. Single page will be design and

	developed for WAPS and SC members and the only the filtering options that are available is field of work/study or topic/keywords.
Consent Form	- As a frontend user, I should be able to view the Consent forms template. - As a front-end user, I should be able to download the template of a consent form. - As a frontend, I should be able to upload the consent form after filling and signing it manually in a PDF format. Note- We have not considered the digital signature feature in the scope.
IDirect	Conference tab: The conference page will have 2 dropdown menus that are:- Physical Conference: It will redirect the user to the IEREK conferences page Online Conference: It will redirect the user to Coeus Conference. Making changes in the Coeus conference is not considered in the scope. The Previous Publication page is to be removed from the Idirect page and from the IEREK Note- The Idirect page will not have its conference listing and management separately. The user will be redirected to the IEREK conferences or Coeus conference. Video Integration on Idirect Page - YouTube video integration is required on the Idirect PAGE. The user should be able to view the Youtube video Menus in the Idirect Page in the new design. - About Us - Conferences - Conditions - Oral Discussions - Submissions - Fees Note: These above links will redirect the user to the specific section on the Idirect Page itself. Read More Option on Conference Topics:

	• A pop will open for the read more option on the idirect page that will allow the user to read all the details on the IEREK page Submission Form of Idirect Page • The user will be able to view a submission form that has the following details ○ Submission Type ○ First Name ○ Last Name ○ Your Email ID ○ Subject ○ Short Biography ○ Upload your Paper (Option to attach a PDF file) • The user should be able to upload the paper or abstract as a user as well as an organization. Submit a paper on IDirect page as Organization • The user will see their IDirect submission like individual submission(Single submission at a time) and organization submission(Multiple submission at a time) in a separate table. • The frontend user can either select to submit the paper as individual or as an organization. • The user should be able to view their Idirect submission (if any) in the My submission in a separate table that will be placed below the submission of IEREK Conferences. • As a frontend user, if I am choosing to submit the abstract or a paper as an organization I can either choose to upload a zip file(limited size-30 MB) or can attach a google drive link. Note- We have considered that the Idirect will be developed and designed from the scratch in PHP laravel. Only the functionalities that is mentioned in this section for Idirect is considered. IDirect and IEREK conference will have the same database no separate database is considered for this.
Hamburger Menu on media page	• The hamburger Menu that is currently available on the Media page has to be removed.
Apply Discounts	• The user should be able to get discounts based on the roles. • The user should be able to get the discounts based on number of times he is attending or participating in the conference. • The discount will be set depending on the rules set by the admin. • As a user, I should be able to view the discount amount applied.

	- As a user, I should be able to view discounts that is applied automatically depending on my role. - As a frontend user, I should be able to view the discounts depending on loyalty programs Ex: if I attend 2022 and register for 2023, a 5% will apply to my payment. If I register for 2024, a 10% will apply to my payment. The maximum would be 25%.
Conditions applied on the Submission of abstract and Full Paper	- Users can be assigned more than one role at the same time. For example, the chairperson can be an Editor, a reviewer, an author, a co-author, a moderator: all at the same time. - In the peer review process: The editor of the volume cannot be the editor for a paper/document in which he is also an author or a co-author to avoid conflict of interest. For example: If a paper/ research is written by Toka Amer, Mourad Amer, and Farah Amer (3 authors), and Mourad Amer is also the chairperson for the conference this paper has been submitted to, Mourad Amer should not be able to review/ edit this paper because of his role as a co-author in it. The system should deny/ refuse the assignment automatically. - Add the possibility for admin/ editors to upload documents to the system to be downloaded and used by other users and then re-uploaded and collected by the editors/ admin. Like "consent to publish forms" or "permissions" that need to be manually signed etc. - All users can register and then be assigned by the admin/ coordinators additional roles. - Each user should be able to edit his/ her affiliation regularly or update his/her email as institutional emails change often.
Invitation from the Admin	- The users will receive the invitation mail on their emails that includes credentials to login and link of the platform. - The user will be able to login in the web application using the credentials. Note- The account needs to be created by the admin first.
Google Captcha	- Google Captcha should be used for Spam protection. - The user should be able to enter the captcha details in the text field.

Page List for designs

- Homepage (Multiple Sections)
- Contact Us (Adding a section)
- Apply Now
- Display Venue (Adding a section in conference module)
- Adding a Search (on all pages)
- Media Module (Including Blogs and news with their detailed view)
- Ierek Press Homepage
- CAreer module
- Suggestion and Feedback Module
- Additional Service page
- FAQ Page(With categories in it)
- Our Partner
- Quick View of a conference
- Conference and IEREK submission (Just a small change is required for uploading)
- Previous Edition Page(A section needs to be added where images will be displayed)
- SC Members and WAPS - Now they will have a single page
- Consent Form
- Idirect- (It is already considered in the previous scope of work some modifications is required in the Idirect page)
- Google Captcha - it will be displayed for security purposes for sign up
- Apply Discounts(It will be a modification in the current screen of payment)

Note- As mentioned above we have considered efforts for making changes in the current design or modification is the pages that are already developed. In any cases, if we have to design a complete page where we have considered a small page modification then it will require re-estimations or additional efforts and estimates would be required for those screens.

IEREK Users Accessibility, and Permissions Registrations and Submissions

Users	Access/ Authority on IEREK	Presence (in house/ outsourced/ external)	Additional info
-------	----------------------------	---	-----------------

Admin	Highest. Access to everything.	Inhouse (IEREK)	
Finance –Financial Accountant	Payments log, payments reviewand approval, registrations (view), ability to add on information surrounding cash payments and bank transfers with document uploads	Inhouse (IEREK)	website. Check the IEREK video/dashboard.
Conference coordinator/ secretariat	Access to everything concerning the conference he/ she has been assigned.	Inhouse (IEREK)	One coordinator (the same user) can have access to several conferences simultaneously
Conference Chairperson	Access to submissions (abstracts & papers), moderators assignments of topics, reviewer invitations	Outsourced/ international	1. Can be assigned from the scientific committee: https://www.ierek.com/scientific-committee or the WAPS committee or added on as new users.
[Publication] Editor	Access to all paper submissions received. Ability to assign and invite reviewers and set deadlines Ability to comment and communicate on the system with reviewers and organizers	Outsourced/ international	2. Should be assigned/ invited by admin/ conference coordinator(s) only. 3. To invite them (with a specific role) an invitation email should be sent through the dashboard (if possible) to their emails

	(coordinators/ admin)		to invite them to login, giving them immediate access to the intended role. 4. applied discounts to these roles (if they want to participate as authors) are possible. The discounts will be set manually by the coordinator/ admin/ financial accountant.
Reviewer	If assigned a paper by the editor, access to the assigned paper ONLY will be given. The paper must be blinded (no information about the authors). Reviewers are only given access to blinded files.	Outsourced/ international already exists in current website as SC member.	
Session Moderator	1. Access to submitted abstracts & papers (viewer). 2. Selecting from conference topics what to moderate on-site	Outsourced/ international	
Author	- Access to own account. - Register - Access to own account. - Edit profile (upload photo, edit contact information, etc.) - Ability to submit an abstract - Ability to submit a paper - Ability to submit new versions of abstracts/ papers - Payment	outsourced/ external	This should take into account IEREK's membership loyalty program which gives accumulative discounts of 5% for each time attended. Ex: if I attend 2022 and register for 2023, a 5% will apply to my payment. If I register for 2024, a 10% will apply to my payment. The maximum would be 25%.
Co-Author		outsourced/ external	
Audience		outsourced/ external	

Third Party's required

- **Location-** Google Maps API and similar is needed for displaying the Venue and Branches on Maps

Note: Any fee paid for any 3rd party components and services is not a part of our proposal.

Exclusions

The following are excluded from the project scope:

- Logo
- SMS gateway integration. No messages or OTP will be shared on the registered mobile number as per the discussion with the client.
- Subscription Plans management and Purchase for admin and frontend users respectively.
- No Wireframe designing is considered for this development. We will design the pages directly.
- **For the Program and material Page-** We have considered the downloading option in a zip format. If it needs to be managed separately for every separate file format (ppt, pdf, word, excel, etc.) then it will require additional effort.
- **Conference Widget Functionality in the conference Module-** This functionality is explained in the video but it is not considered in the old scope as per discussion with the client. So, we have excluded this functionality in this scope as well.
- All functional and non-functional documentation is excluded. If it is required then additional efforts and costs would be required.
- The functionalities that is not explained in the video shared by the client.
- Customized Admin Panel is excluded.
- Additional pages that is not mentioned in the Page list is excluded.
- No digital signature functionality is included in the scope.
- Pay with Alternative method functionality is not considered.
- Any Mobile Application design and development.
- All High-quality image and content writing.
- Unit Testing.

- Security Testing.
- Addition of link in the Menu of COEUS
- Online Video Conferencing Integration.
- Separate responsive designs for separate devices.
- **For the Media module(Option 2)-** Only designing the Homepage, blog listing detailed view, and news and details of the Media module are considered. Inner pages or a complete website are not considered. Management of the blogs and news is not considered (TBD as one option out of 2 will be selected by the client).
- Separate development server (if needed).
- Any page and sections or functionality not mentioned above are excluded.
- Coeus, IEREK PRESS, and Book Series will redirect to the external link no work will be done in the external link.
- Workshop and Study Abroad Module will not be managed on the IEREK website. It will be a redirection link
- Only Designing and management of the press homepage is considered. Designing, development and management of inner pages or additional pages or external links is not considered and it will require additional costs and estimates.
- In the About CITAA 24 module we have considered this as a Navigation of the old website as a section of the conference module. They are considered sections and they will contain text only as mentioned in the previous text. If every page needs to be managed separately and considered as a separate module with manageable capabilities it will have separate estimates.
 - Scope & Aim
 - Topics
 - Conference Committee
 - Chairperson
 - Keynote Speakers
 - Editorial Board
 - Organizational Board
 - Delivery Mode
 - Important Dates

- Call For Papers
- Program & Material
- Additions & Extras
- The navigation section in the old website is considered in such a way that the page structure will remain the same. No changes are considered in the structure of the page. If structural changes are required then additional efforts and estimates are required.
- Separate IDirect Page conferences listing and management are not considered. Only redirection to the IEREK conference or Coeus Conference is considered on the Idirect Page in these estimates.
- A separate database for the Idirect and IEREK conferences is excluded.
- Data Migration, content addition, or data entry is excluded from the estimates and costing. If it is required then additional efforts would be required. Old data of Blogs and news will not be migrated and no estimates are considered for this.
- Considering the 2 options for the Media Module and one will be considered depending on the discussion with the client.
- The background colour of any of the section is not editable. The color background in these sections are static and can't be changed from the admin. If it is required then additional efforts and estimates should be required.
- Separate management module for both WAPS and SC members. They are considered and managed through a single module.
- There are some sections in the platform which have images that are static(non-changeable) for which the management means editability functionality for admin is not considered. If it is required then additional efforts and costing is required.

Key Notes & Assumptions

- This Statement of Work has been prepared based on the communication, [agreed scope](#) and adding functionality in [understanding document](#).
- It is assumed that all paid plugins, extensions, themes, templates, and 3rd-party API keys that may be required during the development of the platform will be provided to us before starting the project development works.

- Capital Numbers will not be responsible for any changes, modifications or discontinuation in the third party API and its Services. In a case, where the third party made any changes to API endpoints or discontinue their services during and after implementation is completed In that case the capital numbers will not be responsible for the inconvenience and it would require additional efforts and cost to integrate the new API or the modified API.
- We have not considered any efforts and costing for making changes in the background colour of any of the sections. It is not editable and can't be changed from the admin. If it is required then additional efforts and estimates should be required.
- We have not considered any efforts for wireframes for these pages. We will design the pages directly. If it is required then additional efforts and estimates will be required.
- There are some sections which have images for which the management means editability functionality is not considered. If it is required then additional efforts and costing is required.
- We have considered the API integration as per the delivery plan and within the agreed timeline but making changes to the third party services is not considered in the scope.
- In admin panel, we have considered view payment listing and considering Accepting and decline the Payments received from frontend user in the payments module. Any addition in the functionality will require additional efforts and costing.
- The section that falls under the navigation will have the same structure and the text can be added to it. If a separate page with its detailed view is required then additional efforts would be required.
- No estimates are considered for management and purchasing the subscription module. If it is required then additional efforts and estimates are required.
- Any additions, changes, or enhancements in the functionality or design, or the overall scope of the project defined in this proposal may incur additional costs and a revised delivery date. All additional work, over and above the estimates will be charged separately. Under no circumstances will Capital Numbers be liable for any delays caused by changes in the project scope.
- **For the Program and material Page-** We have considered downloading option in a zip format. If it needs to be managed separately for every separate file format (ppt, pdf, word, excel, etc.) then it will require additional effort. If it is required then additional efforts and costs would be required.
- We have not considered any estimates and cost for conference Widget Functionality as per previous discussion with the client. If it is required then additional efforts and costing would be required.

- We have not considered separate management module for both WAPS and SC members. They are considered and managed through a single module. No separate pages will be seen to the frontend user as well. If it is required then additional costs and estimates are required.
- We have not considered any estimates and costing for digital signature API integration. If it is required then additional efforts and costing would be required.
- We have not considered any estimates for any of the services that our company provides like SEO, security testing, unit testing, maintenance, etc. If it is required then additional efforts and estimates would be required.
- For web notification integration we have considered Laravel's database notification.
- For the forgot password functionality we have considered the Laravel default mechanism with an email password reset link.
- For selecting the payment method Module we have considered that the payment gateway will have support for the specified options.
- We have not considered a separate panel for each user type. We have considered managing them by user roles and permission functionality.
- We have not considered any estimates for a customized admin panel. We have considered a default template- AdminLTE for the admin panel. For setting up the admin panel we have considered <https://github.com/jeroennoten/Laravel-AdminLTE>
- For content management pages the pages that are mentioned in the scope of work are estimated. If the number of pages increased then it would require additional efforts and estimates.
- For the dashboard module we have considered up to 10 metrics and charts based on the data available. If more are required then additional efforts and estimates would be required.
- For User roles and permission modules we have considered <https://spatie.be/docs/laravel-permission/v5/introduction>.
- The addition of any new module, pages, or functionality that is not listed in the above-mentioned scope will require additional efforts and estimates.
- For Hubspot API integration we have assumed and considered the following:
 - Considering form submission data is reflected in the HubSpot via API endpoint.
 - Considering that the client will provide documentation for the data submission and other necessary data interaction.
 - Considering that the client will also provide credentials to connect HubSpot for both production and sandbox environment.
 - The tracking code that the client has initially provided is not useful in such a scenario. If anything else needs to be considered then it would require reestimation.

- The management of the workshops and the study abroad are not considered in this scope. We have only considered it as a redirection link.
- We have not considered any estimates for making changes in any of the third parties. We have only considered estimates for integrating the third party. If it is required then additional efforts and estimates would be required.
- We have given the estimates for design by our understanding and through past experiences. The timeline may increase or decrease depending on the complexity and final design of the project.
- We have considered that the client will provide the event on which the notification will be triggered.
- We have considered stripe and 2checkout payment gateway. If the payment gateway changes then the estimates will change.
- For iThenticate we have considered https://www.ithenticate.com/hs-fs/hub/92785/file-1383985272-pdf/iTh_documentation/iThenticate_API_Manual.pdf . The estimates will change if API is changed.
- The online mode of attendance is just for providing the records or status we have not considered any integration of online video conference through a third party. If it has to be done it needs to be handled manually by the client.
- The estimates will change if there are changes in assumptions, considerations, scope of work, or Tech stack.
- We would require database access for displaying blogs and news on the homepage.
- We have used our understanding to manage various modules of the project and provided the estimates accordingly. We have not considered reference websites for the management of modules, data, and content as it would require accessibility and the source code of the reference website.
- For the payment module we have considered the payment gateway will have support for the options specified in selecting payment method.
- For [3rd Party's](#) that are not listed above will require additional efforts and estimates.
- All the sections, pages, and functionalities are excluded from the estimates if they are not mentioned in the scope of work mentioned above.
- The Project Execution Methodology that will be followed for this project design & development is Waterfall Model (https://en.wikipedia.org/wiki/Waterfall_model).
- The project would depend largely on:
 - Timely approval and reviews from the client.
 - Changes to the specifications during the development stage.

- The estimate and delivery time mentioned above are based on our experience with similar website development projects. While we strive to accurately estimate timelines in every project, we reserve the right to move delivery dates in response to unforeseen delays or changes to project requirements.
- At present, there are no constraints defined and risks identified for the project.