



Website Redesign & Redevelopment Proposal

# **YOUTH INNOVATION CENTRE**

Ministry of Education & Youth  
Youth and Adolescents Policy Division

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Prepared by the Jamaica Information Service

# 1 INTRODUCTION

## 1.1 OVERVIEW

The Jamaica Information Service (JIS) has been requested to propose a website redesign and redevelopment plan for the Youth Innovation Centre (YIP) of the Youth and Adolescents Policy Division (YAPD) of the Ministry of Education & Youth (MoEY). The website will be built on a modern content management system to enable easy user control of the website's content and features.

This proposal and its accompanying quotation are valid for (14) days from date of issue. The proposal/quotation outlines the methodology to be taken by the JIS to develop the website. It attempts to define a scope for the project and presents estimated times to be allotted to each segment of work. After reviewing and accepting this proposal (Draft) for the website, the Ministry of Education & Youth will sign a Letter of Agreement (LOA) to authorise moving forward. All time schedules are negotiable and remain estimates until the signing of the LOA.

Any other services on the order which have not been included in this proposal/quotation do not form part of this scope of work. The client agrees to check the details of this proposal against his/her scope of work.

The Agency reserves the right to withdraw from the contract at any time prior to acceptance.

## 1.2 DELIVERABLES

The development of the Youth Innovation Centre's website is expected to last twelve (12) weeks. After eight (8) weeks, a testing phase will begin, at which time core functionalities will be tested and reviewed by the Youth and Adolescents Policy Division of the Ministry of Education & Youth. During this testing phase, representative(s) of the Youth and Adolescents Policy Division will be invited to the JIS for demonstration. This is necessary to ensure that the core functions are being represented correctly.

## 1.3 DISCLAIMER

This proposal does not reflect the final design, nor the final set of deliverables that can be accommodated with the estimated budget. As a result, prices quoted in further sections could be subject to change, as per further discussions.

## 2 YOUTH INNOVATION CENTRE WEBSITE DESIGN SPECIFICATIONS

### 2.1 THE HOME PAGE

The objective is to welcome the visitor to an attractive and modern website that allows for easy access to information regarding the Youth Innovation Centre. It will set the tone for the website and encourage exploration through ease of navigation. Here, all the elements come together effectively: a graphical interface that is replicated throughout the site and a singular menu that provides a simple portal to all major areas of the site. The front page will establish the major sections of the site available to users.

### Sub-Pages

A template will be designed for use on all remaining pages of the site. This template will exhibit the same 'look-and-feel' as the front page. Some pages will have specific, unique templates. The menu will be available on all pages – adhering to best web practices of having all content available within 3-clicks.

### Key Features of the Redesign

- Visually appealing home page with a graphic element giving an overview of the YAPD|YIC and its main components
- Headline section
- Officers Profile Section
- Youth Programme Section (NSSC, JUTS, JPA, YACJ, NYCJ, JAYAP, Youth Month and PMYAE)
- National Youth Programmatic Inventory that lists youth programmes across Jamaica
- Event calendar | Appointment Link
- On-site search engine: The solution should provide users with the ability to search for and locate content based on keywords and key phrases, date, country, work streams
- Admin section
- Social media
- Google analytics

### 2.1.1 DESIGN SPECIFICATION

- The goal is to create a website that is attractive, user friendly, flexible, and predictable, so that users will feel comfortable exploring the site confident that they know how to find what they are looking for.
- The theme of the website will integrate a full featured search function that will allow users to quickly search and find the relevant content on the Youth Innovation Centre website. This search feature will be designed and implemented to be visible and usable from every page of the website.
- The banner, menu, and graphics presented on every page of Youth Innovation Centre website will create a consistent user interface, and corporate identity.
- The images will use a web-optimized pallet, that is, the colours are viewed similarly on different browser settings. The images will be optimized to load quickly.
- Graphical elements will include JPEG/GIF/PNG images and styling via CSS style sheets.
- A suitable menu structure (informed by client requirements) will be incorporated in the design to allow access to various areas of the website.

### 2.2 NAVIGATION

The goal is to provide users with the information they want in the fewest possible steps, and in the shortest time with no more than (3) clicks. Thus, an efficient hierarchy of information will be designed to minimize the number of steps through menu pages.

### 2.3 WEBSITE DEVELOPMENT [**WEB 3.0 STANDARDS AND SPECIFICATIONS**]

The following services are offered by the JIS and are included in the core cost for the construction of the Youth Innovation Centre website which will be designed according to Web 3.0 Standards.

## 2.4 CONTENT MANAGEMENT SYSTEM

The website will be integrated with a feature-rich Content Management System (CMS). At the time of the submitting of this proposal, WordPress (the latest stable version) is the CMS under consideration. A CMS-based website is database driven. In this sense, the site's content is kept separate from the design. This allows for the utilization of a backend administration panel which not only provides the ability to add content but also to add modules such as polls, forums, ad manager, etc., which may not be native to the CMS and as such, would require additional development.

## 2.5 WORK DELIVERY

Once all information is collected from the Youth and Adolescents Policy Division, then the JIS can deliver the completed website on or before the twelve-week deadline.

### 2.5.1 DELIVERY PROCESS

To ensure a full understanding of the project, the Youth and Adolescents Policy Division and the JIS will:

- Confirm that all the elements needed on the website are captured in the proposal.
- Clarify any issues raised by the Youth and Adolescents Policy Division concerning the development and methodology for the creation of the website design.
- Confirm and agree on the time frame for the delivery of the website design.

After all the issues above are confirmed and a mutual understanding of the scope of work is reached, a full schedule can be submitted.

## 2.5.2 DELIVERABLES

The following is an outline of the suggested workflow to be adhered to for the development and final delivery of the Youth Innovation Centre website.

STAGES	DESCRIPTION	DURATION
<b>DESIGN:</b> 1. Wireframe and Design Planning 2. Website Mock-up based on RFP Guidelines 3. Review and Approval of Mock-up	<p>Initial step to create a look and feel for the website.</p> <p>This involves agreeing on colours, item placement, creating menu structures and discovering <b>ALL</b> the content (articles, videos, pictures etc.) that is needed to populate the new website.</p>	2 weeks
<b>DEVELOPMENT:</b> 1. Build Development Framework 2. Slice and Code templates for each page 3. Develop functionalities and interactivity 4. Populate with Content 5. Test and Verify Functionality	<p>Building the agreed upon theme into the selected CMS. At this stage, the CMS will be populated with content as well.</p>	6 weeks
<b>LAUNCH:</b> 1. Polishing 2. Transfer to Live Server 3. Testing 4. Hand off to Client 5. Training 6. Provide documentation and source file 7. Project close, final documentation Delivered	<p>Further customisation of website to implement the functionalities outlined herein.</p> <p>Testing of implementation on live (private) host. This phase will involve load testing and minor changes as requested by the Youth and Adolescents Policy Division, within the scope of the project.</p> <p>After completion, the website will be hosted on the Ministry of Education and Youth's servers.</p>	4 weeks

### 3.0 SUMMARY OF SERVICES AND FEES

Item	Description	Estimated Cost
<b>Website Design &amp; Development</b>	Design and development the Youth Innovation Centre website – includes design mock-up, template design, and database development.	<b>\$850,000.00.</b>
<b>Domain Registration</b>	Registration of a new domain name.	<p><b>\$3,500.</b></p> <p>Annual domain renewal will be the responsibility of the Youth and Adolescents Policy Division.</p>

### 3.1 PAYMENT TERMS

The Jamaica Information Service will be paid in accordance with the Payment Terms outlined by the Terms of Reference provided by the Youth and Adolescents Policy. For reference, the details are as follows:

<b>Deliverable</b>	<b>Description</b>	<b>Projected Completion</b>	<b>Outflow/Cost</b>
Submission of a detailed work plan to the YAPD Director and MIS Director for approval	<ul style="list-style-type: none"> <li>• Meet with the MoEY   YAPD &amp; MIS staff to review terms of reference</li> <li>• Outline the objectives of the engagement</li> <li>• Create a list of action steps that should also include a means of verifications</li> </ul>	2 weeks after signing of contract	10% of Total Project Cost
Website requirements gathering and design	<ul style="list-style-type: none"> <li>• Review existing website</li> <li>• Elicit user and system requirements</li> <li>• Develop functional and non-functional requirements</li> <li>• Work with the MoEY   YAPD &amp; MIS staff to</li> </ul>	4 weeks after signing of contract	10% of Total Project Cost



	<p>design the layout of the website</p> <ul style="list-style-type: none"> <li>• Obtain signoff from MoEY   YAPD &amp; MIS Unit</li> </ul>		
Website development and testing	<ul style="list-style-type: none"> <li>• Create website as per approved requirements and layout template</li> <li>• Provide online testing environment for the new website</li> <li>• Modify website based on feedback and approved changes</li> <li>• Obtain signoff from the MoEY   YAPD &amp; MIS Unit</li> </ul>	End of month 1	30% of Total Project Cost
Training, additional website refinement and testing	<ul style="list-style-type: none"> <li>• Train the YAPD Unit, Communication Unit and the MIS Unit staff in using the website</li> <li>• Perform additional testing and refine website as required</li> <li>• Develop and submit all technical and user guides</li> </ul>	End of month 2	20% of Total Project Cost
Implementation and Launch	<ul style="list-style-type: none"> <li>• Deploy website to MoEY   YAPD &amp; MIS hosting environment</li> </ul>	End of month 3	30% of Total Project Cost

	<ul style="list-style-type: none"> <li>• Provide mechanism for feedback and problem resolution</li> <li>• Hand over all documentation to MoEY   YAPD &amp; MIS team</li> <li>• Sign off and close out of project</li> </ul>		
		<b>TOTAL</b>	<b>100%</b>

## 4 A SAMPLE OF SITES DEVELOPED BY THE JIS



The official website of the Jamaica Information Service. Designed, Hosted and maintained by the team here at the JIS. [Click the thumbnail to view.](#)



The official website of the Office of the Prime Minister. Designed and developed by the team here at the JIS. [Click the thumbnail to view.](#)



The official website of the Attorney General Chambers. Designed and developed by the team here at the JIS. [Click the thumbnail to view.](#)



The official website of the Jamaica Civil Aviation Authority. Designed and Developed by the team here at the JIS. [Click the thumbnail to view.](#)