Venice Neighborhood Council

Communication Tracker

Proposal

April 22, 2021

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Dear James,

We are excited for the opportunity to work with you to develop and maintain the new 'Communications Tracking' feature. We have a great team with years of experience that will develop an excellent strategy for the council's needs. We look forward to maintaining and assisting you for all future needs.

Over the past 17 years, our company has been helping government organizations, businesses and individuals with online marketing and web development. Feel free to visit our site for case studies and a full list of services we offer.
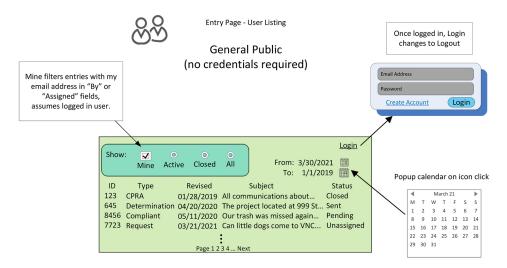

Sincerely,

Robert Adams, President
The Web Corner, Inc.
Phone: (818) 345-7443
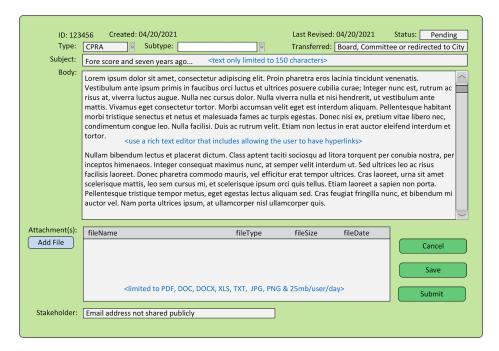Email: rob@thewebcorner.com

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Proposed Outline

Communications Tracking

Entry Page - User Listing

General Public
(no credentials required)

Once logged in, Login
changes to Logout

Mine filters entries with my
email address in "By" or
"Assigned" fields,
assumes logged in user.

Email Address

Password

Create Account   Login

Show: ☑   ○   ○   ○   Login
          Mine   Active   Closed   All   From: 3/30/2021
                                                        To: 1/1/2019

ID	Type	Revised	Subject	Status
123	CPRA	01/28/2019	All communications about…	Closed
645	Determination	04/20/2020	The project located at 999 St…	Sent
8456	Compliant	05/11/2020	Our trash was missed again…	Pending
7723	Request	03/21/2021	Can little dogs come to VNC…	Unassigned

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Popup calendar on icon click

◀		March 21				▶
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Data Input & View of Communication.

ID: 123456   Created: 04/20/2021   Last Revised: 04/20/2021   Status: Pending

Type: CPRA   Subtype: Transferred: Board, Committee or redirected to City

Subject: Fore score and seven years ago...   <text only limited to 150 characters>

Body:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin pharetra eros lacinia tincidunt venenatis. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia curae; Integer nunc est, rutrum ac risus at, viverra luctus augue. Nulla nec cursus dolor. Nulla viverra nulla et nisi hendrerit, ut vestibulum ante mattis. Vivamus eget consectetur tortor. Morbi accumsan velit eget est interdum aliquam. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Donec nisi ex, pretium vitae libero nec, condimentum congue leo. Nulla facilisi. Duis ac rutrum velit. Etiam non lectus in erat auctor eleifend interdum et tortor.   <use a rich text editor that includes allowing the user to have hyperlinks>

Nullam bibendum lectus et placerat dictum. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Integer consequat maximus nunc, at semper velit interdum ut. Sed ultrices leo ac risus facilisis laoreet. Donec pharetra commodo mauris, vel efficitur erat tempor ultrices. Cras laoreet, urna sit amet scelerisque mattis, leo sem cursus mi, et scelerisque ipsum orci quis tellus. Etiam laoreet a sapien non porta. Pellentesque tristique tempor metus, eget egestas lectus aliquam sed. Cras feugiat fringilla nunc, et bibendum mi auctor vel. Nam porta ultrices ipsum, at ullamcorper nisl ullamcorper quis.

Attachment(s):
Add File

fileName	fileType	fileSize	fileDate

<limited to PDF, DOC, DOCX, XLS, TXT, JPG, PNG & 25mb/user/day>

Cancel

Save

Submit

Stakeholder: Email address not shared publicly

Where Status:
  On Cancel, no change to Status, return to Listing Page.
  On Save by Stakeholder, no change to Status except on first save set to UnSubmitted
  On Submit, lockout creator and return to Listing Page. Status becomes "UnAssigned"

  On Save by Member, if status not changed popup dialog with dropdown list of options and ask for confirmation. In addition to Submit choices, "Reviewing", "Response" which will reopen Stakeholder ability to edit body.
  On Submit by Member, if status not changed display warning message, Member action requires incrementing process flow such as "Transfer" (if transferred the transfer value must have changed), "Closed", "Hide", or "Archive".

 Where Type:
   CPRA, send to Secretary
   Letter, letter sent by the Board
   Service, stakeholder requesting help with City Service
   CIS, Community Impact Statement file with the City
   Other

Where Subtype:
   Letter, to LUPC Applicant
   Letter, City Department
   Letter to elected official
   Service, Missed Trash Pickup
   Service, Sidewalk Issue
   Service, Street Use Issue
   Other, display textbox and allow 30 character entry

Transferred: Only available to Member as text entry of one or more email addresses separated by commas or semicolons. The default for Stakeholders is Secretary contact. The control here should be a dropdown list of prior contacts in alphabetic order and allow simple format (address@domain.TLD) or human friendly (common name <address@domain.TLD) If "Other" selected, popup dialog entry of one or more email addresses.
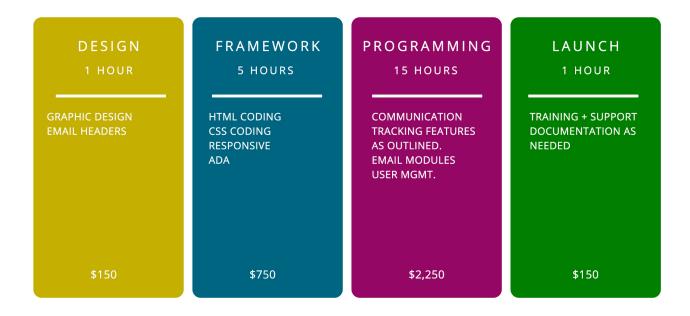
Submit: Status of "Respond" send email to the Stakeholder.
Submit" Status of Transfer send to value of Transferred. If error occurs with email list, send email to Member and copy Comm Officer.

 Comm Officer: Special access has ability to delete transferred email addresses and hidden entries.

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Project Outline & Costs

DESIGN	FRAMEWORK	PROGRAMMING	LAUNCH
1 HOUR	5 HOURS	15 HOURS	1 HOUR
GRAPHIC DESIGN EMAIL HEADERS	HTML CODING CSS CODING RESPONSIVE ADA	COMMUNICATION TRACKING FEATURES AS OUTLINED. EMAIL MODULES USER MGMT.	TRAINING + SUPPORT DOCUMENTATION AS NEEDED
$150	$750	$2,250	$150

Total Hours: 22 hours

Project Estimate: $3,300

Additional development time will be billed at our hourly rate of $150 per hour.