GIRLS FOR CLIMATE ACTION

WEBSITE DESIGN, DEVELOPMENT & CUSTOMISATION

Project Scope & 3-Week Implementation Timeline

Service Provider: Olabs Technologies (U) Ltd

Client: Girls For Climate Action

Project: Professional WordPress Website Design, Development & Customisation

Project Duration: 3 Weeks

Reference: Proforma Invoice 260034

Total Project Value: UGX 1,330,000

1. Project Overview

Olabs Technologies (U) Ltd will design, develop, customise and deploy a professional WordPress website for Girls For Climate Action.

The project will focus on creating a modern, responsive, secure and easy-to-manage website that clearly presents the organisation's identity, programmes, projects, who we are, impact, campaigns, news, team, testimonials, partners and contact information.

The implementation will be completed over a period of three weeks, subject to timely provision of content, feedback, approvals and other materials required from the client.

2. Project Scope

A. Website Planning & Information Architecture

This phase will establish the structure and requirements of the website.

Activities include:

- Requirements gathering and project briefing
- Review of available client content and materials
- Website structure and navigation planning
- Information architecture
- Page hierarchy and content organisation
- Identification of required website sections and functionality

Deliverable: *Approved website structure and implementation plan.*

B. WordPress & Kadence Pro Setup

The website will be developed using WordPress with Kadence Pro.

Activities include:

- WordPress configuration
- Kadence Pro theme installation and setup

- Theme customisation
- Application of the Organisation's branding
- Typography and visual styling
- Header and footer configuration
- Navigation menu configuration
- Responsive layout setup for desktop, tablet and mobile devices

Deliverable: *Branded WordPress website framework ready for page development.*

C. Page Design & Development

The following core pages will be designed and developed:

- Home
- Programmes
- Who We Are
- Projects
- Impact & Campaigns
- News
- Team
- Testimonials
- Partners
- Contact Us

Activities will include:

- Page layout and visual design
- Content placement and formatting
- Images and media placement
- Internal page linking
- Calls-to-action
- Responsive design
- Basic forms and contact functionality where applicable

Deliverable: *Fully developed website pages with client-provided content incorporated.*

D. Content Migration & Formatting

Existing/client-provided content will be added to the appropriate website sections.

Activities include:

- Migration of supplied text content
- Formatting and structuring of content
- Image placement and optimisation
- Creation of appropriate content sections
- Basic consistency checks across pages

Content must be supplied by the client in an agreed format and within the project timeline.

E. Performance, Security & Optimisation

The website will undergo technical optimisation before launch.

Activities include:

- Basic website performance optimisation
- Image optimisation
- WordPress security configuration
- Plugin and theme configuration
- Mobile responsiveness checks
- Browser compatibility checks
- Basic SEO-friendly configuration
- Removal or correction of obvious layout and functionality issues

F. Website Launch & Deployment

Once the website has been reviewed and approved, Olabs Technologies will prepare it for production.

Activities include:

- Final website configuration
- Domain/hosting deployment where applicable
- Final functionality checks
- Launch preparation
- Production deployment
- Post-launch verification

Deliverable: *Live and operational website.*

G. Administrator Training & Handover

The project will conclude with administrator training and handover.

Training will cover:

- Logging into WordPress
- Editing pages
- Adding and editing news/articles
- Managing images and media
- Updating team and partner information
- Managing basic website settings
- Basic website maintenance
- Content update procedures

Deliverable: *Trained website administrator and completed website handover.*

3. Three-Week Project Timeline

Period	Phase	Key Activities	Expected Deliverables
Week 1	Planning, Setup & Design Foundation	Requirements gathering, content review, information architecture,	Approved website structure, configured WordPress

Period	Phase	Key Activities	Expected Deliverables
		WordPress setup, Kadence Pro installation, branding, navigation and initial layouts	environment and design foundation
Week 2	Website Development & Content Integration	Development of Home, Programmes, Who We Are, Projects, Impact & Campaigns, News, Team, Testimonials, Partners and Contact pages. Content migration and formatting	Complete first version of website with core pages populated
Week 3	Optimisation, Testing, Launch & Handover	Performance and security optimisation, responsive testing, browser testing, corrections, final client review, deployment, administrator training and handover	Final approved live website, trained administrator and project handover

4. Detailed Weekly Schedule

WEEK 1: Planning, Setup & Design

Days 1-2

- Project kickoff
- Requirements gathering
- Review of client objectives
- Collection and review of available content
- Website structure and navigation planning

Days 3-4

- WordPress environment configuration
- Kadence Pro theme setup
- Branding implementation
- Header, footer and navigation development
- Initial responsive framework

Day 5

- Home page design
- Initial visual review
- Client feedback and design adjustments

Week 1 Milestone:
Website structure and core design direction approved.

WEEK 2: Development & Content Integration

Days 6-7

- Programmes page
- Who We Are page
- Projects page
- Impact & Campaigns page

Days 8-9

- News page
- Team page
- Testimonials page
- Partners page

Day 10

- Contact page
- Content migration and formatting
- Internal links and navigation review
- Responsive adjustments

Week 2 Milestone:
Complete first working version of the website available for client review.

WEEK 3: Testing, Optimisation, Launch & Handover

Days 11-12

- Website performance optimisation
- Image optimisation
- Security configuration
- Mobile and tablet responsiveness testing

Days 13-14

- Desktop and mobile browser testing
- Functional testing
- Content and layout corrections
- Client review and final amendments

Day 15

- Final approval
- Website launch and deployment
- Post-launch verification
- Administrator training
- Website handover

Week 3 Milestone:
Website successfully launched and handed over to Girls For Climate Action.

5. Client Responsibilities

To keep the project within the three-week timeline, Girls For Climate Action will be responsible for:

- Providing approved organisational content
- Providing logos, photographs and other required media
- Providing programme, project, team and partner information

- Providing access to the existing website/hosting where required
- Reviewing submitted work within a reasonable timeframe
- Providing consolidated feedback and approvals
- Identifying the person who will receive administrator training

Delays caused by late feedback, missing content or unavailable dependencies may affect the project completion date, as stated in the quotation terms.

6. Project Deliverables

At the end of the three-week project, Olabs Technologies will provide:

- Fully configured WordPress website
- Kadence Pro theme setup and customisation
- Branded responsive website design
- Ten core website pages
- Client-provided content migrated and formatted
- Performance and basic security optimisation
- Mobile and desktop responsive implementation
- Website launch and deployment
- Administrator training
- Website handover

7. Scope Control

The project covers the services and deliverables specified in the approved proforma invoice.

Any additional functionality, pages, integrations, content creation, graphic design, copywriting, advanced SEO, third-party integrations or other requirements outside the agreed scope will be treated as additional work and will require client approval through a separate change order, consistent with the quotation terms.

8. Project Completion

The project will be considered substantially complete when:

1. The agreed website pages have been developed.
2. Client-provided content has been integrated.
3. The website has undergone basic testing and optimisation.
4. Outstanding agreed corrections have been addressed.
5. The website has been deployed.
6. Administrator training has been completed.
7. Website access and administrative control have been handed over to the client.

Target Duration: 3 Weeks / 15 Working Days

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