

# danima

Project Planning Document  
ECCDC Mentoring Project Web Site

Wednesday April 21, 2008

[www.danima.com](http://www.danima.com)

905-357-4977

[danima@danima.com](mailto:danima@danima.com)

## **PROJECT SCOPE:**

The ECCDC Mentoring Web Project requires a full system architecture to assist in the gathering of mentor/mentee data for the purpose of matching these 2 groups. An on-line mentor and mentee application and selection process will be created as a key strategy in the mentoring process. Individuals will be directed to [www.mentoringpairsforchildcare.org](http://www.mentoringpairsforchildcare.org) to register as a mentee or mentor in order to move through the matching process.

Six main groups are required to login to the system to access information pertaining to their particular group: Mentor, Mentee, Licensing Advisor, Mentoring Animator, Evaluators and Steering Committee Members. All groups will be required to create a profile (or be created by site administrator) and all will receive unique username/passwords with a Member ID that will be attached to their grouping.

The process (as outlined in the Project Plan) will allow for applicants to be placed into groups based on their postal code, as well as their choice of proceeding in an anglophone, francophone or aboriginal group.

The DANIMA Team will create the web site and system architecture in both French and English, utilizing a web site design provided by Caters and Hardy Design in a PSD format.

The project will have 7 key checkpoints (as outlined in the ECCDC Project Timelines). Each phase will require a testing phase and a sign off (via email or fax) by ECCDC stating that that a section has been completed to meet ECCDC's expectations.

Dave Rotella will be DANIMA's Project Manager, with Aqeel Ahmed as the Lead Programmer. DANIMA will set up a weekly ½ phone or in-person meeting with ECCDC's point person to discuss progress, concerns and address any questions.

## PROJECT PLAN:

1. Initial Consultation
  - review goals and objectives of site
  - needs analysis (look & feel of site, site focus)
  - competitive analysis (assisting in Search Engine Optimization)
  - storyboarding of site – develop comprehensive site map
2. Web Authoring & Development
  - development of general site structure including sections such as;
    - o About the Mentoring Project
    - o Child Care Mentoring Resources & Links
    - o Media Room
    - o Contact Us
  - addition of all section content and development of all forms
3. Content Management System
  - o Development of Content Management System residing in a password protected (secure environment) to allow an administrator to update pre-determined content within the web site, add images, upload PDF documents and much more
  - o Editor uses a tool bar similar to Microsoft Word
  - o Accessible via password from anywhere with Internet access
  - o On-line manual provided, as well as, in-house training
4. Administration Area
  - o Secure, password protected environment
  - o Administrator will have the ability to update all site content
  - o Administrator will be able to update user status
  - o Functionality will be implemented to allow administrator to manage sections (add a new section to the system, de-activate a section)
5. Multiple Member Login System
  - o Secure, password protected environment
  - o System will have built in logic to direct users to their appropriate section (mentee, mentor, etc.)
  - o 6 areas – Mentor, Mentee, Licensing Advisor, Mentorin Animator, Evaluators and Advising Members
  - o Secondary home pages will be dynamically created through the administration area to allow for growth in the future
6. Matching System
  - o Initial application form
    - The form will be in 2 parts
      - Part 1: Contact information (upon submission the applicant will receive a username and password to enable them to login and complete the registration form. The registration form can be saved and then completed at their leisure).

- Part 2: Will include the remainder of the required information including the ability to upload letters of reference in PDF format.
      - Mentor/Mentee (the way the app is filled out may determine whether the applicant is a mentor/mentee and thus the person would be directed to complete the app for that area)
      - Need to determine whether or not the person is anglophone, francophone or aboriginal
      - Will need to determine if they choose to proceed in an anglophone, francophone or aboriginal group
      - From here each person will be placed into a group based on their Postal Code
      - This group will be used for matching
      - An auto generated email will be sent to the applicant letting them know that they have been placed into a grouping
      - The Licensing Advisor will also receive an email notifying them of new applicants
      - Once the Advisor approves the applicant they get placed in a pool for matching purposes (mentee/mentor)
  - A Waiting List will be required for those applicants that do not make it into a scheduled grouping.
    - The applicants will receive an auto-generated email to notify them that they are on a waiting list

#### 7. Discussion Area System

- Each of the groups will have their own discussion area
- New topics can be created by users
- A moderator from the ECCDC for questions posed to a group from someone outside that group
- ECCDC will have ability to police users and content

#### 8. Calendar System

- Administrator will have the ability to post general events as well as events specific to a particular group
- All events can be managed in the administration area
- Individual event calendars will be displayed in their specific group sections with the ability to see other group's events

#### 9. Survey System

- Administrator will be able to create surveys in the Admin Area
- Survey's can be create as general surveys to all group's or specifically to an individual group
- Results will be posted, if required
- Reporting will be available to Administrator and automated email reminders will be sent to those who have not participated

#### 10. File A Report System

- Pre-determined forms would be created for users to fill out and submit

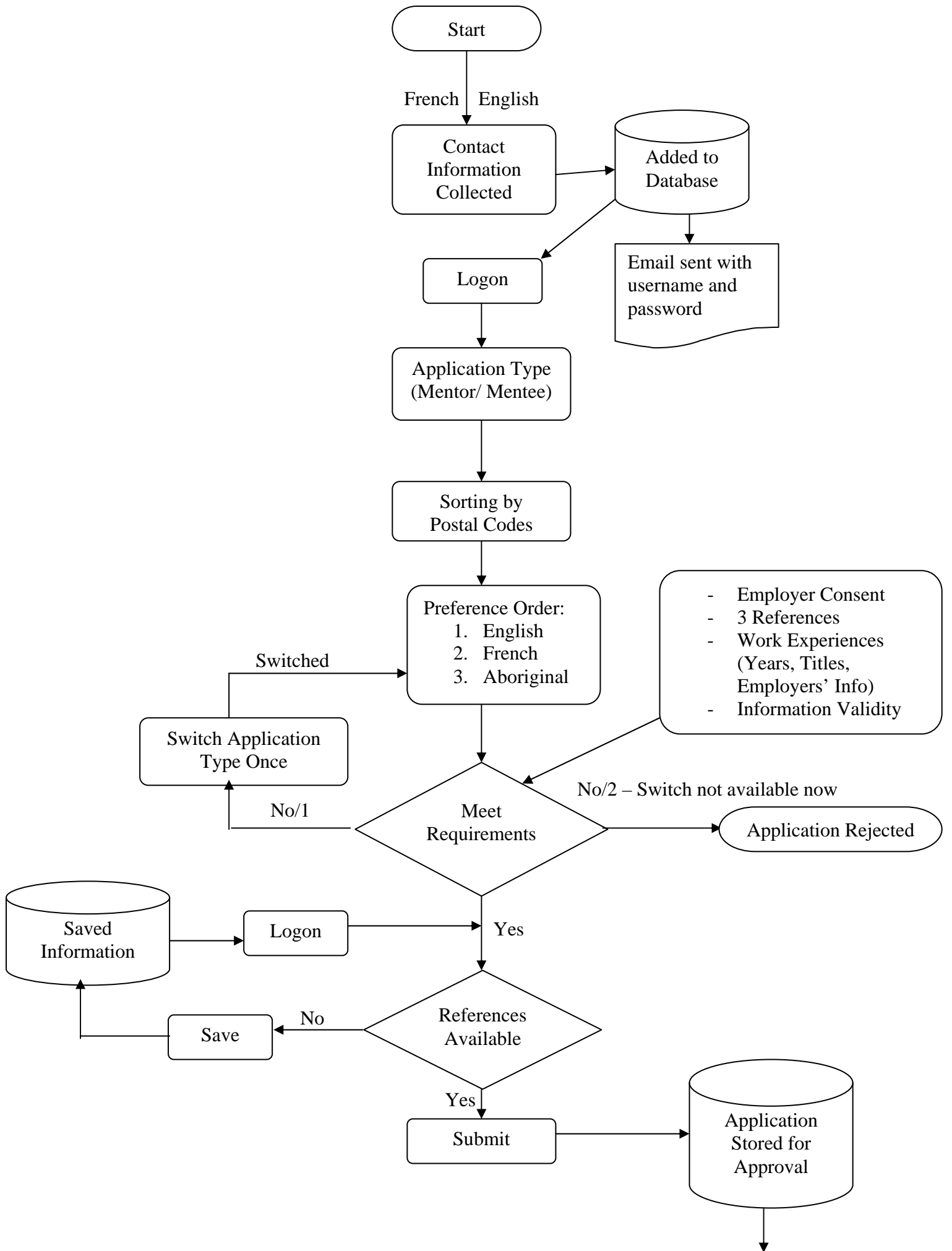
- All information will have the ability to be exported for additional use by Administrator
- Reporting will be available to Administrator

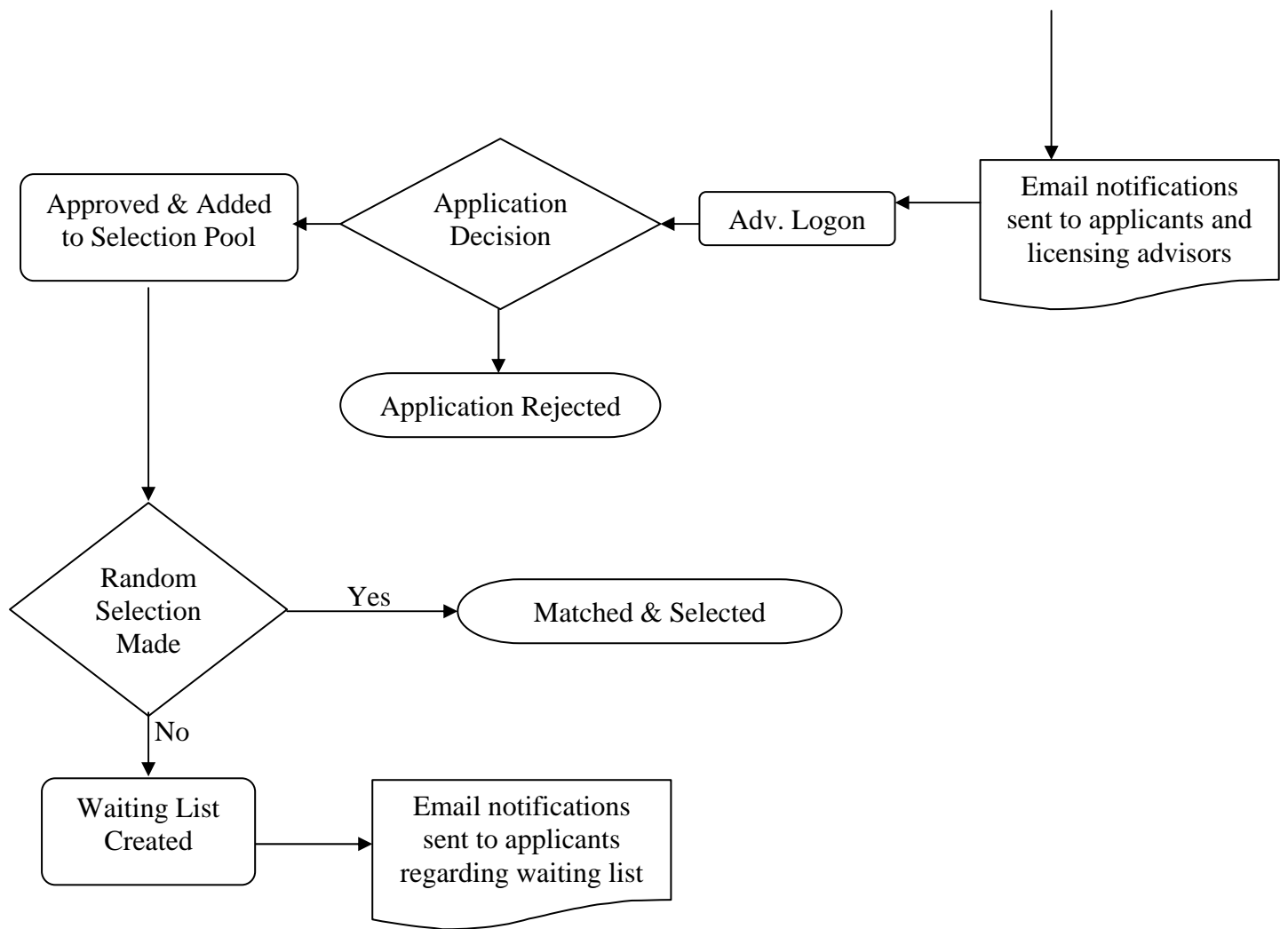
#### 11. Newsletter System

- The system will allow the Administrator to create mailing lists or groups to enable targeted emailing
- Newsletter template will be created by DANIMA
- Site Administrator will utilize DANIMA's Content Manager to easily create new newsletters

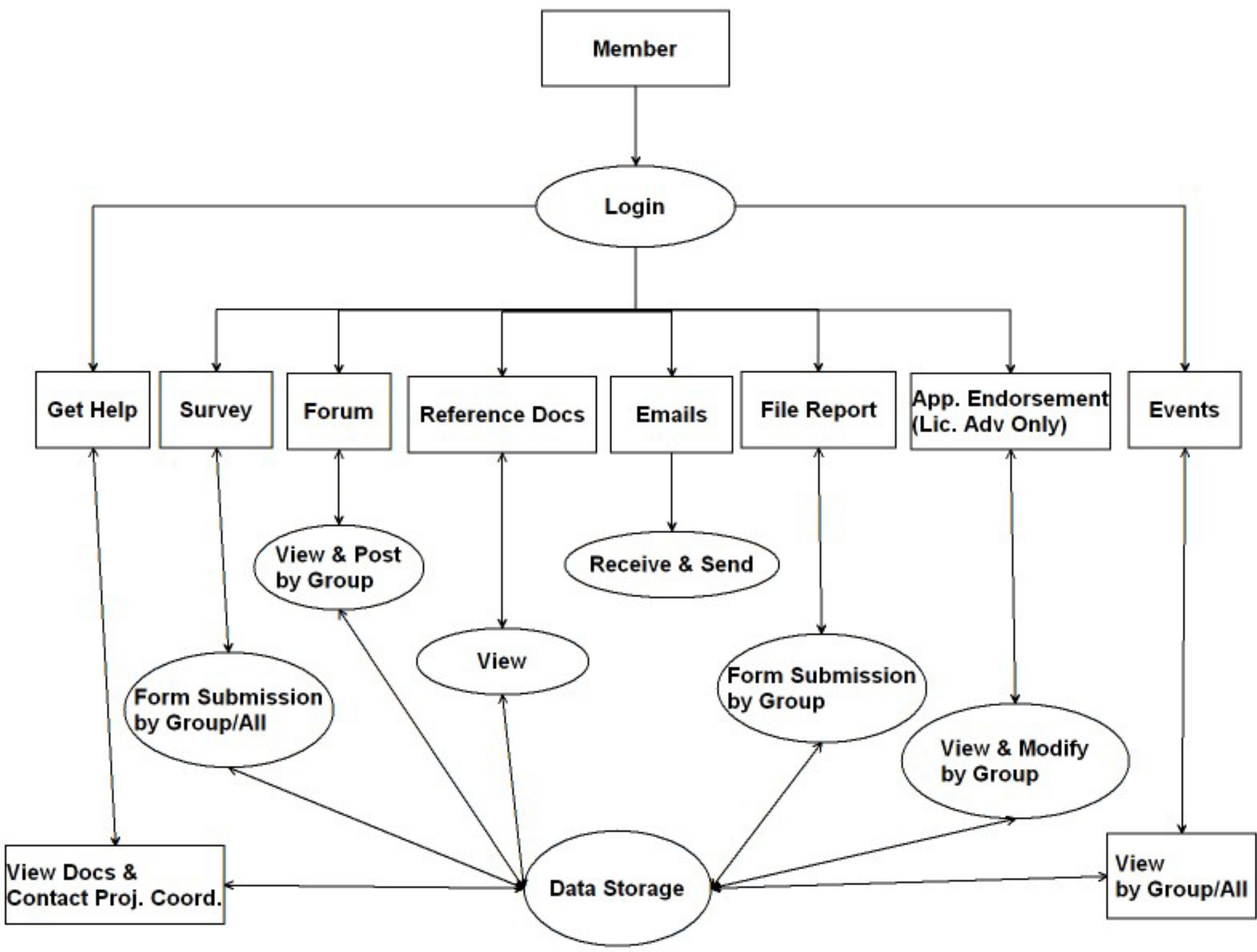
#### 12. Help Area

- This area will be available to users to get help with questions and issues, including the use of the site
- A site manual will be created in a downloadable format, as well as, in an HTML format
- Help form will be created to allow users to pose questions to co-ordinator
- This could be set-up as a "case" system where by the "case" would have an "open" and a "close" period, as well as a history of past "cases"
- Both the Administrator and the individual user would have the ability to view their "case" progress



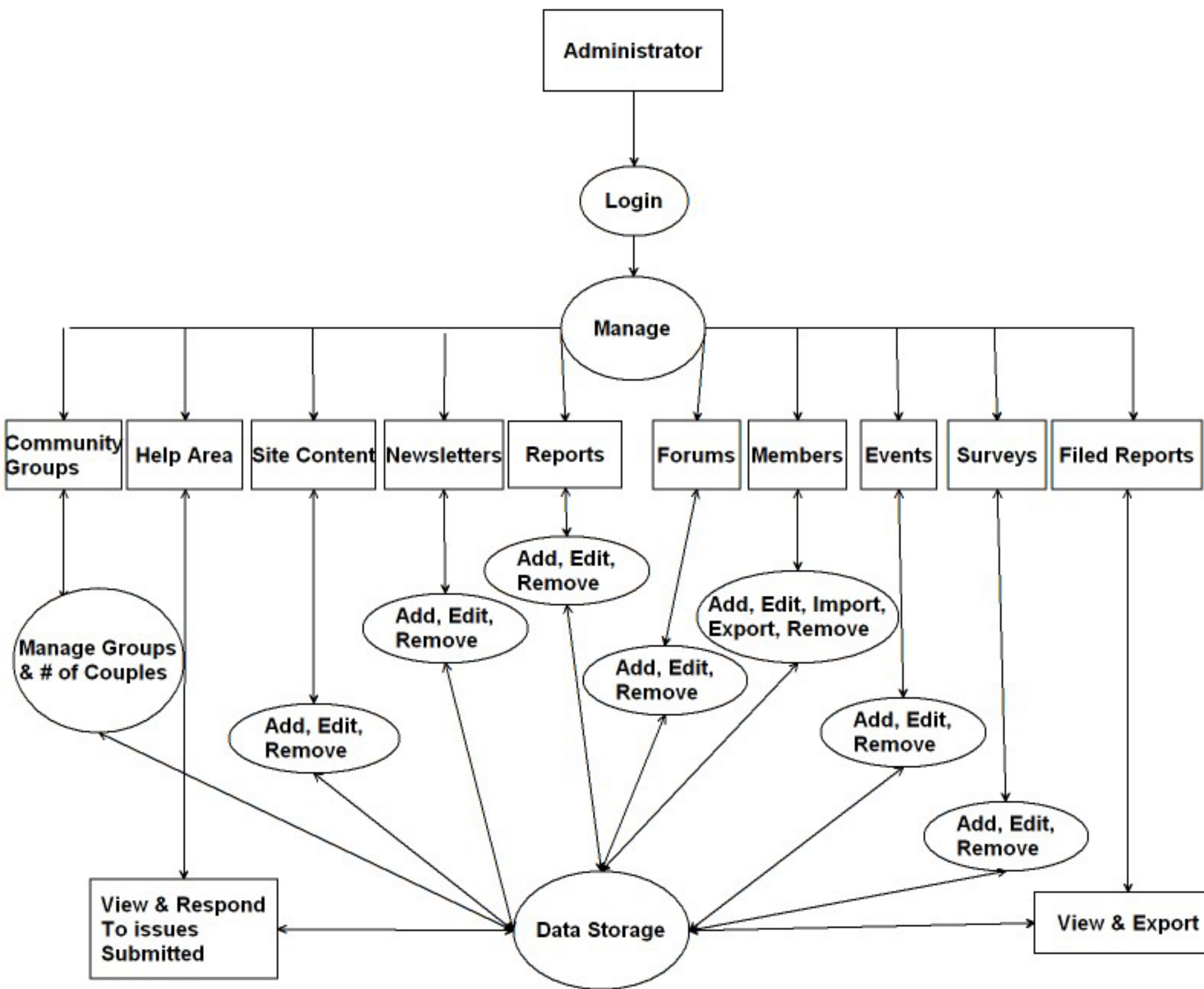


## Application Process

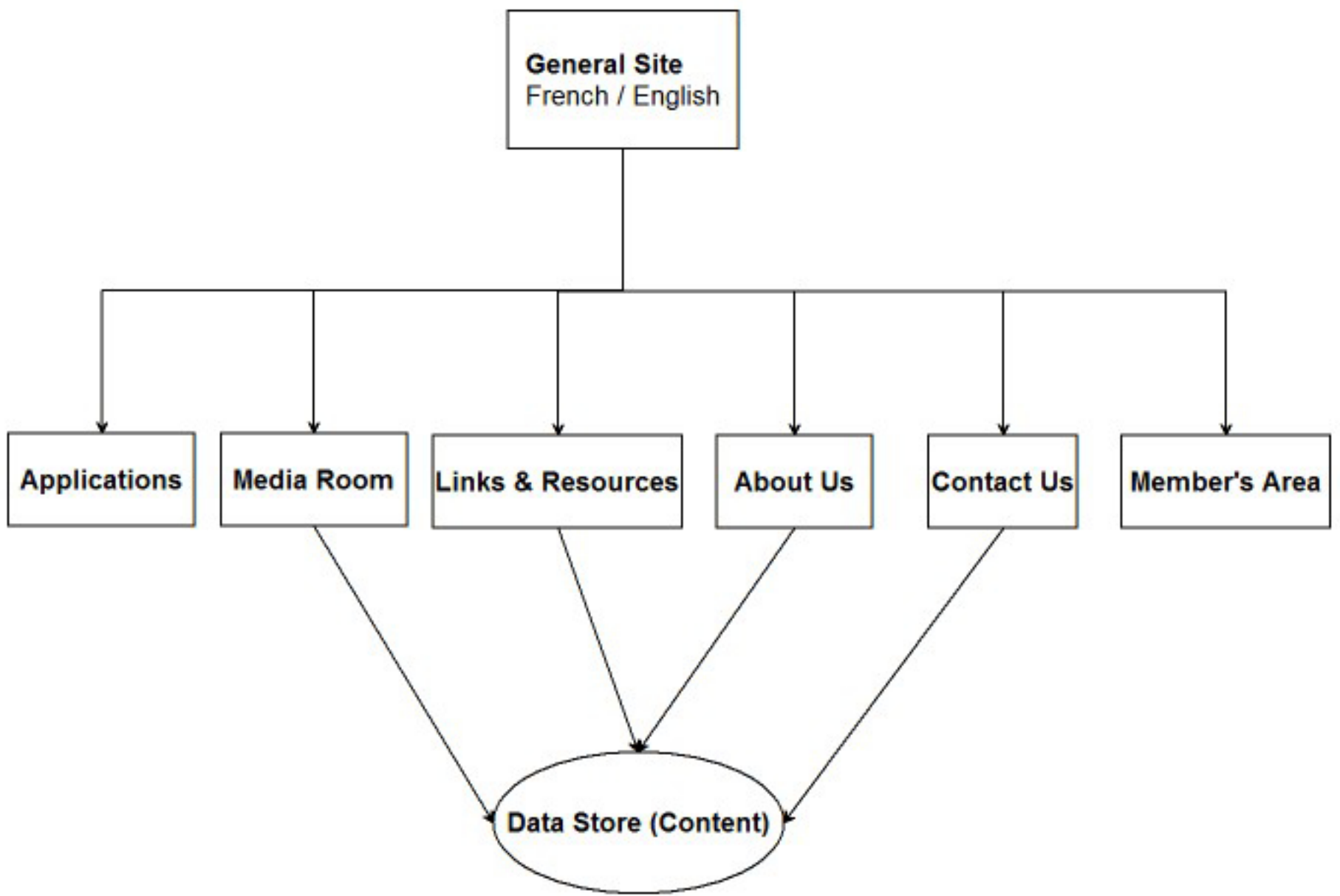


**Member Functions**



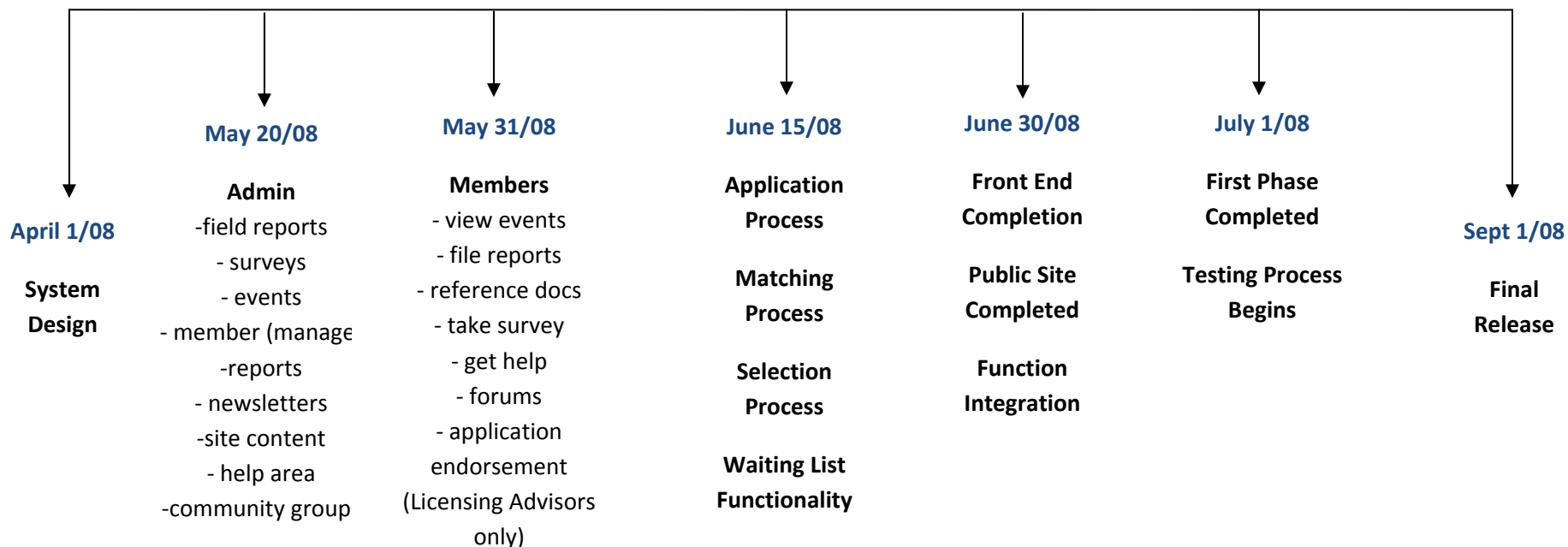


**Administration Functions**



**General Site Map**

## ECCDC PROJECT TIMELINES



## PAYMENT STRUCTURE

