Exhibit A: Work Schedule Description

PROJECT DESCRIPTION: NON PROFIT-TBD

The scope of this engagement is to supply a non-profit with a new WORDPRESS website.

SERVICES PROVIDED

WEB COMPONENTS

1. DESIGN: Design will be limited to 2 different examples of a home page based on feedback from stake holders. After one round of iteration, a secondary set of designs will be created. However, we will also iterate on smaller changes as we continue to get to the exact final approved design.
   a. Page templates: determined prior to design with wireframes. Up to 9 page templates including: (Additional pages in the registration and store section)
      i. Homepage,
      ii. content landing page,
      iii. content inner page
      iv. news landing page (blog)
      v. news article page (allows comments and social sharing)
      vi. search results page
      vii. contact us page
      viii. ability to upload videos, pdfs, images, etc.
      ix. Ability to tag content
      x. Preview of content prior to submitting for publishing

   b. Responsive
   c. Search box clearly displayed
   d. Pages behind a user wall
   e. Message boards
2. TECHNOLOGY REQUIREMENTS::
   a. Cross browser compatibility.
   b. Easy user interface with the ability to upload videos and photos, easy content addition and deletion, of all pages.
   c. Content can be archived
   d. Content can be shared to social media
   e. Social media plugin's where indicated – i.e. Facebook feed on homepage
   f. Captcha code to prevent spam
   g. Compatible for all browsers
   h. Mobile friendly/responsive
   i. Fast loading, possibly using a cache system
   j. Uses cookies to track visits and pop ups
   k. Message Boards: Behind the wall
   l. Plugin for email and donate:Databank

m. Calendar plugin

3. Analytics
   a. General Google Analytics metrics including user, geography, bounce rate, time on page, acquisition, etc.
   b. Gender and age of visitors- NOTE: only possible if a person is logged in and this data is captured during registration process.
4. SEO
   a. Google Analytics
   b. Google Site Map

User Profiles

Front End Users – No registration: Users will be able to access some content without registering.

Front End Users – Registration: Users will be able to access special content after registering.

Back End Users: different functions and privileges will be based on user type include:
   a. Comment moderation
   b. Creating new content
   c. Publishing content
   d. Approval of other's content (if desired)
   e. Access to widgets