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|  | **2019** |
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| **[**TaskList Version 1.0**]** |
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 **[**By Ford Equipment**]**

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# Purpose

This document details the functional requirements for By Ford Equipment WordPress CMS website being developed by Fullestop. This document will subject to formal/informal review by the Fullestop development team and the client. It will form the basis for ongoing development and testing of the CMS website to meet the requirements of the Client.

# Objective

This document is intended to supply sufficient website requirement information to the Client for By Ford Equipment WordPress informational website to establish a solid foundation for subsequent website assessment and approval. It also provides the development team with a basis for on-going website system design, and the Quality Assurance team with a basis to form test cases.

# References

* Communication with client.
* Document received from the Sales Team

# Technology

Website will be built using following technologies and platforms:

|  |  |
| --- | --- |
| **Development Environment** | Word press |
| **Web Server** | Linux/Apache |
| **Database Server** | MySQL |

**Applicable Standards**

|  |  |
| --- | --- |
| **Browser Compatibility** | (IE-11+,  Safari,  Firefox, Chrome) |

# Foreseen Third Party Integrations & Plug-ins

Depending upon the project requirements Fullestop may need to use/integrate tools & API’s provided by third parties. Following points should be noted regarding the use/integration of third party tools/APIs:

* Fullestop will inform the client seeking permission before using any third party tools/APIs.
* If any commercial third party tools/APIs are used, all the costs/expenses associated with the same shall be borne by the client only.
* No guarantees or warranties shall be provided by Fullestop for the accuracy or performance of such 3rd-Party product/service.
* Any upgrade/changes in the 3rd-Party tools/APIs requiring changes in the application post deployment shall not be a part of scope. Implementing any such changes arising out of upgrade/changes in 3rd party shall be addressed per feasibility and will be charged separately.

# **General Guidelines for Project**

The general guidelines of the website are as follows:

1. Website will be in English language only.
2. Website will display & compute all the financial data in USD only. (if available)
3. We would provide one standard design for all the emails which are to be sent by the website. This design will have a standard header & footer. Depending upon different objectives, the content between the header & footer will be changed. The design and contents of any emails generated by the system will be aligned with the client.
4. All the images and text content of the website will be provided by the Client as there are copyright issues associated with these. In case Fullestop puts any images or content in the website which is approved by the client, Fullestop will not hold any responsibility for any future consequences. Fullestop may request the client to purchase images for the website to avoid any copyright issues.
5. The Client retains the copyright to data, files and graphic logos provided by the Client and will grant the rights to publish and use such material to Fullestop.
   1. The Client must obtain permission and rights to use any information or files that are copyrighted by a third party.
   2. The Client is further responsible for granting Fullestop permission and rights for use of the same and agrees to indemnify and hold harmless Fullestop from any and all claims resulting from the Client's negligence or inability to obtain proper copyright permissions.
   3. A contract for Web site design and/or placement shall be regarded as a guarantee by the Client to Fullestop that all such permissions and authorities have been obtained. Evidence of permissions and authorities may be requested.
6. Any task related to data entry or data feeding would not be considered within the scope of the project. Admin will be able to manage all the text/content of all static pages.
7. Fullestop will not be responsible for any data entry, web hosting or custom artwork/graphics related work/tasks unless otherwise specifically mentioned, paid for and agreed to by both the parties towards such.
8. Dates would be displayed in **dd/mm/yyyy** format throughout the system wherever needed.
9. If there is any real data which you have added/updated on demo server should be informed to Fullestop in prior so necessary steps can be taken in advance. Otherwise Fullestop will not take any responsibility of that data.

# Project Overview

Fullestop will develop Website for the By Ford Equipment. The website will display the information about the company, their events, process and testimonials of the clients.

## Type of users

There will be following type of users to access the front end of the website-

#### Guest Users

As the website is informational, so there will be only guest users i.e. there will be no login/register to the website. Guest users will be able to freely view the entire website.

#### Backend User (administrator)

Admin would be the user who will control & manage the whole website. Admin will be provided with his login credentials to access his backend panel so as to manage the website. Admin would not need to register anywhere on the website.

# Front End

The website will be fully CMS managed and admin manageable. Users can visit the website to get detailed information of “By Ford Equipment”. On clicking the specific URL of the website, user will land to homepage of it.

## Homepage (Landing Page)

This will be the landing page of the website and will have following sections:

### Sub Header:

There will a sub header which will include the followings:

* Call Us
* Email Address
* Social Icons: On clicking user will be redirected to the following social account of the company.
  + Facebook
  + Twitter
* Request A Demo: On clicking user will be redirected to the contact us page and will be able to submit the form for demo request.

### Header

There will be a header which will be constant to all the pages of website and have following options-

* Company logo- On clicking the company’s logo, user will be redirected back to homepage of the website.

### Menu Bar

There will be following menus on it whose names can be editable from admin panel.

* Home
* About
* Build A Tanker
* Repair & Service
* Pre-Owned
* By Ford Finance
* Contact
* Search: On clicking user will be able to search for any section.

### Banner Section

This section will display rotating images with their relevant titles and short information. The section will be admin manageable. For every banner admin can add/update the text and image.

### About Us Section

This section will be a snippet of the About page including the short detail and video of the company. On clicking on the play button of video, the video will be play in a pop up over the website. The section will be admin manageable.

### Build A Tanker

This section will have the short detail of the section and slider of the tankers with the name of the tanker. There will be an arrow to help user to view all the tanker details. The section will be admin manageable.

### Our Service

This section will be a snippet of our service page with the name, image and short detail of the service. The section will have read more button which will redirect user to the details page of the service i.e. Repair & Service.

### Request A Quote

The section will have image and form under this. Users will be able to submit the form in order to request for the quote. The section will be admin manageable.

### News & Events

The section will recent news related to the company. The section will have image, name, posted date, short information of the news article. On clicking on the read more user will be able to view the page in detail. There will be a More News button, on clicking on that button user will be redirected to the listing page of the news.

### Contact us

The section will have title and button to redirect on contact us page. Admin will be able to update the text of the section.

### Footer

Footer will have following sections:

* Logo of ByFord (On clicking, will redirect to the home page of the website)
* Short detail of company (Admin manageable)
* Social Icons (On clicking, will redirect to the social page of the company)
  + Facebook
  + Twitter
* Quick Links
  + Home (Will redirect to the home page of the website)
  + About Company (will redirect to the about page of the website)
  + Our Service (Will redirect to the Repair & Service page)
  + Contact Us (Will redirect to the Contact us page)
  + News & Updates (Will redirect to the News & Events page)
* Build A Tanker
  + Milk (Will redirect to the build a tanker page)
  + Water (Will redirect to the build a tanker page)
  + Food Grade (Will redirect to the build a tanker page)
  + Bitumen (Will redirect to the build a tanker page)
  + Chemical (Will redirect to the build a tanker page)
* Contact Info
  + Map (admin will be able to change the location of the company)
  + Address (admin will be able to update the address of the company)

## 2. About Us Page

* When user will click on the “About us” tab then they will be redirected to this particular page. This page will have following sections-
  + **Header**
  + **Banner image with text (admin manageable)**
  + **About Owner**
    - This section will have information about the company owner with the images. Admin will be able to update the
    - There will be image slider. This section will be admin manageable.
  + **About Company**
    - The section will have brief introduction about the company and a video. The section will be admin manageable.
  + **A History of Innovation**
    - The section will have the image slider having two images side by side. The first image will be of old part and second will be of new part. The slider will have the relative content as well. The section will be admin manageable.
  + **Evolution of Innovation** 
    - The section will represent the timeline of the company. Every section will have the year, title and detail. The section will be admin manageable.
  + **Industry First**
    - The section will give information of the industry first according to year with the detail information.
  + **After Sales Support**
    - The section will have image and content related to the sales support. The section will be admin manageable.
  + **Footer**

## 3. Build A Tanker Page

* **Header**
* **Banner image with text (admin manageable)**
* **Tanker name and image**
  + Every tanker will have highlighted section and on clicking on those a pop up will appear with the information of the part.
* **Footer**

## 4. Repair & Service Page

* **Header**
* **Banner image with text (admin manageable)**
* **Service detail (Hose Reels, Repairs, Hose & Spare parts)**
  + The section will have image and content for defining the service. The section will be admin manageable.
* **Form**
  + The form will be divided into two parts so user can fill the details according to the type of form.
  + There will be captcha to avoid the unauthentic form submission.
  + The form will be admin manageable.
* **Footer**

## 5. Pre-Owned Page

* **Header**
* **Banner image with text (admin manageable)**
* **Product (Tanker) Listing**
  + There will be listing of the tankers with the image and short details of them.
  + The listing will have image slider and bullet details of the tanker.

## 6. ByFord Finance Page

* **Header**
* **Banner image with text (admin manageable)**
* **Information section**
  + The section will have image and content for the section to describe it. The section will be admin manageable.
* Finance Form
  + The section will have the form which will be provided by the client.
  + After successful form submission there will be a popup on the screen.

## 7. Contact Us

* A form will be displayed to user with some informative text and address. User will be able to fill the required details to contact website administrator.
* Office its address with working hours will be displayed which will be admin manageable.
* User will be able to view the location of the physical address mentioned, on google map integrated on the page which can be managed by the admin.
* Admin will be able to view all the messages and their details through admin panel
* An email notification will also be sent to admin for each entry made by the user.

## 8. Admin End

Administrator will be provided with credentials to login to his Back panel, so as to manage the website. Admin will be able to manage the following:

### Login:

* Using email id and Password.
* Content Management:
* View/Search Pages- Admin can check pages here, or also will be able to search of the pages.
* Edit Existing Pages- Admin will be able to edit the existing pages of the website.
* Activate/De-activate Pages-Admin will be able to activate/deactivate the pages of the website.
* Manage text and Images- Add/Edit/Delete text and images in the webpages (WYSIWYG Editor)
* Manage Banner- Add/Delete/Edit the banner images in the website.
* Manage the form- Add/delete/edit the form fields.

# Assumptions/Dependencies

1. Client should facilitate the meetings for review & sign off.
2. All the processes which are time dependent, will be processed as per server time zone not as per user time zone.
3. Any additional features not envisaged in the scope of work would be entertained through a change management process.
4. The project will involve various stages and the work for the next stage will only start after receiving the sign off on the previous stage.
5. Fullestop will transfer all code and material developed upon completion of project and after final sign offs and payment.
6. Any third party support required would have to be provided by client.
7. Any hardware and external software which is not envisioned in the Task list will be assumed to be provided by client.
8. Fullestop will only develop the source code of website and will be installing it on the client’s server. We will provide details of any software required on our servers prior to upload. However, Fullestop would not be responsible for server setups.
9. Fullestop will complete all the testing on their demonstration server. Once Fullestop receives the final payment, Fullestop will upload the code on Client’s server and will confirm that it should function the same way it was working at Fullestop’s demonstration server. Fullestop is also offering after sales support to ensure this.

# Tasklist Sign OFF

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| --- | --- | --- | --- |
| We having read the contents of this document are satisfied that this accurately defines the project requirements and process. | | | |
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