Membership Tools for the OpenID Foundation

refresh

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You need to efficiently manage the growing membership of the OpenID Foundation. The problem is multi-faceted.

- People need to be able to sign up themselves, paying for their membership through Paypal

- Once members, they should be able to review their membership status and renew when they like

- You would like to view lists of members, send out notification, and promote certain members to leadership status

- The system needs to accomodate voting for those leadership positions which means notifying members of votes, validating eligibility, and tallying votes. You need to be able to create elections and polls, choose candidates, and choose what members are eligible to vote.

You'd like an online tool that's built with growth in mind — you already have a list of a couple tools you'd like to offer members and more will surely come up.

That's Where We Come In

We're excited to work with you on building a custom tool to handle your needs. Here's a brief look at our process:

Kickoff
We meet and talk about the needs for the project in detail. We won't figure everything out at once, but this is a great starting place. Plus, we'll know everyone's name by the end of the meeting.

Process Map
We make a diagram that shows the process users will go through while using various parts of the system. This clarifies what the system will do and how people interact with it (on a very high level). The document is a starting point for prototype development and wireframes.

Wireframes

We draw up a few screens and present those. These diagrams show the general structure of the pages, showing the relative importance of different elements and giving a general feel for the page layout. We use the wireframes to make HTML skeletons for the prototype.

Prototype

We'll start making a prototype next. The goal for this part is to use agile programming practices (buzzword alert!) to quickly create a usable tool that we can put in front of you. It'll be ugly and won't do everything, but we can all start playing with it right away. We'll go through several iterations of building, reviewing, and playing. Throughout that process, we'll see things that are missing or extraneous and be able to adjust the tool and our schedule to accommodate the new needs.

We'll go through two different rounds of prototyping. The first will result in a tool that lets people sign up and pay for membership. The second will add in the voting and election componenets. We'll push the tool live at the end of each round.

Interface Design

This is tied closely to the prototyping. While we go through the wireframes and first couple iterations of prototyping, we'll see a structure emerge for the pages. We'll take that structure plus the branding guidelines for the Foundation and create an interface design for the tool.

We'll go through three rounds of design. In round one, we present two interfaces that show different approaches. We choose one direction from there and make adjustments, presenting those changes in round two. We review, change, and arrive at a final design, presented in round three.

Hosting Management and Pushing Live

The last bit can sometimes be the trickiest. Once we're set with the prototype and everything is working the way we think it should, we've got it

to work in a production environment. This takes a bit of research and some patience, so there's a reasonable chunk of time and schedule dedicated to getting this right.

Deliverables

The list of deliverables is pretty short:

- Process map, delivered as a PDF

- Wireframes for up to six pages, delivered as a PDF

- Final interface design, delivered as a full quality PNG

- Online tool for managing membership signup, membership, voting and elections, delivered as custom code on a remotely hosted computer

The bottom lines and circled dates

Okay, enough with the explanations. Here's the part everybody skips to, anyway.

Total estimated project cost: **$17,500**

We bill on a time and materials basis. Our rate is $100/hour for all the work we do. We invoice monthly and can give hours updates more frequently, if you like. If you ask for something extra and it's going to take us longer or change the schedule, we'll let you know. Conversly, if we spend less time on something, you pay less and the schedule gets adjusted the other way.

Total time: **Roughly ten weeks from start to finish**

Starting date: **April 14, 2008**
Estimated completion date: **June 27, 2008**

Acceptance Agreement

In pursuit of the mutual objectives of the OpenID Foundation and Refresh Media, the deliverables defined in this proposal will be completed as described at time and materials rate of $100 per hour, for an estimated total cost of $17,500 for 175 hours of work.

1. By signing this agreement, Refresh and the OpenID Foundation agree to proceed in good faith to produce, through the methodology described herein, online tools for managing members and member data for the OpenID Foundation.

2. Upon final payment by the OpenID Foundation, content rights of all final deliverables are assigned to the OpenID Foundation, and the OpenID Foundation retains all rights and responsibilities for all related information developed for this project.

3. Except to the extent otherwise required by mandatory provision of applicable law, this Agreement shall be governed by and construed in accordance with the laws of the State of California. Where such laws are preempted by the laws of the United States, the laws of the United States shall govern.

4. In any action between the parties concerning the interpretation or enforcement of any of the terms or provisions of this Agreement, the prevailing party in such action shall be awarded, in addition to court costs, its actual costs, expenses, and attorneys' fees incurred in the action, as well as such actual costs, expenses and attorneys' fees as are incurred in the execution of any judgment arising from such action.

5. OpenID Foundation agrees to pay a non-refundable project deposit of 50% ($8,750.00). Refresh will then invoice the OpenID Foundation monthly for the amount of time actually used at net 30 terms.

Authorized Representatives

The undersigned officers acknowledge reading the entire contents of this proposal and are authorized to execute and confirm this Acceptance Agreement:

Client: OpenID Foundation   **Refresh Media**

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SIGNATURE   SIGNATURE

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NAME - PLEASE PRINT   NAME - PLEASE PRINT

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TITLE   TITLE

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DATE   DATE

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ADDRESS

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CITY AND STATE

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