

SHAREPOINT PROPOSAL

PROPOSED BY
CHRISTOPHER MOSHIER

The objective of our project is to utilize the Canandaigua IT Portal in SharePoint in order to incorporate pertinent information, a user-friendly taxonomy and to brand the pages for easier navigation.

The tasks that are requested but are not limited to adding and updating content in the form of how-to instruction, internal contact information, training documentation and easy maneuvering of the site to help department function in their daily responsibilities.

We would request to create a design, so the aesthetics are consistent in the portal. This would include colors and graphics. Make the site pleasing to the eye.

We would request to monitor this information so we can make tweaks based on individual feedback.

WE THANK YOU FOR YOUR TIME AND LOOK FORWARD TO DISCUSSING THIS FURTHER WITH YOUR DEPARTMENT TO COME UP WITH AN IDEAL AND USER-FRIENDLY SOLUTION.

- SHAREPOINT TEAM

OUR STAGES OF IMPLEMENTATION ARE AS FOLLOWS...

- **Initial Planning** – Sitting down with your team and create a roadmap for the web design process.
- **Wire-framing** – The first visual representation of the site's overall layout. Where the pieces are going to fit.
- **Mock-ups** – Once all site wire-framing is completed and approved, we'll proceed with site mock-ups adding color and a bit more detail to the initial wireframes, giving us a stronger visual representation of the final product.
- **Copy & Graphics** – Once we've agreed on a final design based on the mock-ups, we'll proceed with development creating our site's custom theme, page designs, copy and graphics.
- **Testing** – Receiving feedback from peers in order to make changes that will make their workday a bit easier.