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| **Compass Technology**  **Software Demos** | | |
| **Project Description & Objectives:** | | |
| **Course Name/ID:** | Kwik Loan | |
| **Lead Course Developer:** | Michelle Schoen | |
| **Project Manager:** | Sherean Malekzadeh Allen – New Thought Marketing | |
| **Project Sponsor:** | Reggie Britt-Compass Technologies | |
| **Purpose/Background:** | The purpose of this project is to create 5 software demos to discuss the benefits and features of Kwik Loan. | |
| **Targeted Market:** | Potential customers of Kwik Loan | |
| **Objectives:** | Discontinue live demos and allow the target market to learn about the software in the convenience of their location on their own schedule. | |
| **Project Deliverables:** | | |
| **Scope Of This Project:** | Five narrated, online demos estimated at 3-5 minutes each in duration and consisting of   * Title screens with music * Graphical intro screens and graphics inserted where needed. * 3-5 screen recordings * Outro screen with music and clickable link * Enhancements include arrows, text over demo, zooms, highlights, hotlinks * Deliver in additional formats (IPAD, IPOD)   Completion such that the course is “web-ready” and accessible from client’s webhost.  Provision of all original files to client for future revisions. | |
| **Out-Of-Scope Work:** | The following items are not included in the flat price and are optional   * Custom graphics * Surveys with results that go to an e-mail * Custom Animation   Changes to the final approved narration after the narration is synced up will result in tediously resyncing up narration with screen recordings and will be charge by the hour at $75/hr.  Once the draft has been submitted, one full round of revisions is included in the project  Revisions to the project after the first round has been approved will be billed at $75/hr. | |
| **Possible Constraints:** | Adherence to project deadlines is dependent on Compass technology’s provision of content and reviews in a timely manner. | |
| **Project Cost:** | $500 per video or $2,000 flat fee  Additions beyond scope:  Welcome video-$125  Additional 5 minutes of video on Quick Loan-$400  Total Price-$2,525 | |
| **Project Milestone Dates (Projected):** | | **Reviewers:** |
| **1st Video Demo** | Oct 26th | Initial:   * Nicole Smith * Reggie Britt |
| **Revisions to Demos Due** | Nov 4th |
| **Submit Final Project:** | Nov 20th |
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| **COMPLETE**  **(Final Release and Source Materials Delivered):** | Nov 23th |  |
| **Success Measures:** | | |
| The project is completed and deployed by the final release date noted above.  enter their name and e-mail address to view program and will be surveyed at the conclusion of their online session. | | |
| **Additional Project Notes**: Due to the short turn-around of this project the invoice will be sent once the final project has been submitted. | | |
| **I agree to the project as described in this document and will support its development, completion, and deployment:** | | |
| **[[Name, Title]]:** | | |
| **[[Name, Title]]:** | | |
| **[[Name, Title]]:** | | |