

## Ootem Advertising Client Document Site

### Project Description

#### I. Document Management

Ootem Staff can create and manage client company accounts

- A. Accounts include basic contact information, login ID and password, and web-ready company logo
- B. Ootem Staff can upload documents to be available to specific clients
  1. Documents of a variety of formats
    - a) specifically, PowerPoint, Excel, PDF, and others
    - b) creative files need to be web-viewable (such as Flash animation, or video)
  2. Documents to be stored in hierarchical file system
    - a) so that the activity report for, say, the week of February 7, 2011 would go under
      - Reports
        - 2011
          - February
  3. The structure the Ootem Staff applies to the documents will be preserved for the clients logging in
    - a) In addition to structure, the system must record versioning as well
    - b) all uploaded versions of a document will be labeled and stored
      - (1) documents can be marked "Final"
        - (a) when done so, the document is so labeled, and previous versions are archived
  4. Documents will be uploaded and downloaded through a secure (https) connection
    - a) this may require support from the hosting provider

#### II. Notes and Comments

Ootem staff and clients can attach comments to documents and/or projects

- A. the system will provide basic comment tools to allow posting and tracking of comments

#### III. Client Tools

Ootem Clients will have a special area of the Ootem Advertising website to log in and view their files

- A. may also contain feed of recent blog posts or other information

- B. Clients can view the file hierarchy, and also search for files by name (and perhaps other factors)

- C. Client area will look like the existing site design

Additionally, we asked about automatic notification (of either Ootem Staff or clients when a new document is uploaded), but that is not desired at this time.

Work on the project should take two weeks, once begun. We can begin within two weeks. If the tool is needed earlier than four weeks from now, please let us know. With this sort of project, it's difficult to identify specific milestones since many of the pieces are directly tied together. However, here is a description of how work will proceed.

#### Day 1

- if necessary, install MySQL database
- set up database tables
- create new directories on server
- install login/authentication module
- create and install client area page templates

#### Days 2-6

- primary document management programming
- Ootem staff and client area developed together
- document management tools submitted for review

#### Day 7-8

- Program comment and tracking tools

At that point, the tool should be ready for review, leaving two days for changes.

This plan is for programming and contains minimal design work. We are happy to work with a custom design if provided. We can also create a new design for the client area, but this will add time and cost to the project.