Nevada Global Tourism Summit 2017
Work Quote/Bid/Proposal
Assignment: CrowdCompass Planner and Admin Integration & Assistance

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Technical

Assignment Description:

Short assignment description:

      Assistance with technical management and content integration of the Global Tourism Summit 2017 CrowdCompass Event App. Assistance with "planner" and "admin" roles within the CrowdCompass App Solution before and during the event.

List of assignment tasks and important requirements to completion:

- Manage and maintain functionality for "Speakers, Attendees, Sponsors, Exhibitors, and FAM"

- Migrate "Agenda" into app, that includes "Calendar"

- Manage "Attendee" and categorized "Group" privacy settings

- Manage and implement "Sponsors" with in-app advertisements, splash-screens, and external web links

- Implement, test, and manage scheduled and live "Push Notifications" before and during conference

- Assist with "VIP Admin Access" to staff (Tiffany, Claudia, Linda, etc) for extra insights, analytics, and event functionalities.

- Implement and test "VIP Speaker Access" upload presentation material functionality

- Implement and test "Q & A session Questions" Speaker feature

- Implement, manage, and test "Survey" features

- Implement floorpans

    - Conference Area Floorpan
    - Venue floorpan
    - Location of Interests within City Map

- Implement Interactive Exhibitor/Marketplace Map

- Research and help manage "Social Wall" and "Live Feed" interactivity

Possible risks:

- Deadline for CrowdCompass recommended completion time should be met (90 days before event).

- Content should be finalized from original source for integration with app by recommended deadline. Most, if not all, content can be integrated post recommended date — CrowdCompass must post their event for review with Apple Inc. for iPhone Apps; Most content can change, be added, deleted, or created during or after "recommended completion time".

Additional Details:

Necessary Items:

- All content/assets to be used within app that are not user or provided like: Agenda, Floor Plans, Advertisements, Splash-screen, Push Notification content, Survey Questions, etc.

- Username/Password credentials to access the CloudCompass API/Management System

Communication:

I will be in communication with Tiffany throughout revision processes via email, Skype, and/or phone. Additional technical on-site help will be given during event in conjunction with Tiffany. Team will review and give feedback before and throughout the project.

Review Methods:

Review will be done primarily by Tiffany and her team in conjunction with the GTS; review, feedback, and revision remotely, in-person meeting and/or via email.

Documentation:

Check-ins will be provided to record and review process and progress. Documentation of work and hours will take place digitally with the use of a shared Google Doc and Sheet or preferred file management. Documentation of requirements will be updated, as needed, based on element completion or important discovery. Email communication will be conducted with Tiffany and her team.

Assignment breakdown with estimated man-hours sorted by category:

40 hour estimated completion time, with a "no longer than" estimate of 48 hours.

This includes but is not limited to:

- Content integration, asset management, and general attendee functionality - 6 hours

- Test and implement push notifications, interactive marketplace/exhibitor map, surveys, and speaker Q&A functionalities - 8 hours

- Finalize in-app advertisements and splash screens. Create and manage attendee group privacy settings - 6 hours

- Feedback, review, and revision of functionalities and features within team - 10 hours

- On-site assistance with attendees, push notifications, agenda, and social wall; Possible assistance with CrowdCompass support - 10 hours

An estimate of 40 hours remotely on app and 10 mandatory hours at GTS 2017 event, for a total of 40 hours, with a maximum estimate amount of 50 hours within bid.

**Additional hours or time worked may be added as needed/discussed, above and beyond the max estimated time to complete assignment at $40/hr.

Clear check-ins of progress throughout assignment:

- All attendees profiles and functionalities working properly before and during event

- Push notifications testing and working properly

- Group and individual privacy settings tested and normal functioning

- Survey Testing

- Speaker VIP Admin presentation material uploading, testing and functioning

- Ads implemented and functioning as intended

Development processes will be handled in the most effective manner in terms of time and budget:

I have experience in mobile app development and backend services for web applications. I have been employed for another event app, during my Master's in Digital Media at San Jose State University. One of my jobs was to perform data entry, as well as managing relational interactions of groups in their respective databases. I helped guide and research the app/event process up to and through launch. I am confident I can complete the assignment and will bring up any situations effecting time expected to complete, as soon as discovered.

Processes will follow the industry's best practices, as closely and with as much knowledge as possible:

Assignment delivery plan by four phases:

Phase 1: Begin CrowdCompass app content integration and feature implementation. Request and receive administration access and credentials(username/password) to access the CrowdCompass platform under the GTS's project.

Request source content including: ads, floorpans, push notifications, survey questions, etc.. Discussion of all required assets needed from Tiffany and team, to complete app initialization and integration. **Phase 1 will be completed upon request, feedback, and review of needed/required assets, as well as, GTS CrowdCompass Platform Username/Password access.**

Phase 2: Asset integration with feedback and overall introductory review, as needed, throughout integration into CrowdCompass Platform. App will have majority of assets imported for display and review. **Phase 2 will be completed upon integration of required assets onto platform, functioning properly within app & demo.**

Phase 3: App is ready to submit to CrowdCompass for review. **Phase 3 will be completed upon review of GTS app, at time of submission for review by CrowdCompass.**

Phase 4: Completion of successful GTS app with all features tested and integrated, along with proper content and assets. On-site assistance. **Phase 4 will be completed upon end of on-site assistance and support at the GTS 2017.**

Phase 5 (Optional): **Additional hours will be made available, as needed, for further customization and tweaking or additional troubleshooting at $40 / per hour, beyond estimated 50 hour maximum time spent according to bid/proposal.**

Financial

Cost per labor category/requirement:

- Content integration and asset management
    - approx. 6 hours x $37.50/hour = $225

- Push notifications, interactive marketplace/exhibitor map, surveys, speaker Q&A functionalities and testing
    - approx. 8 hours x $37.50/hour = $300

- Finalize advertisements and splash screen; configure attendee group and privacy settings and general app settings
    - approx. 6 hours x $37.50/hour = $225

- Feedback, review, and revision of functionalities and features
    - approx. 10 hours x $37.50/hour = $375

- On-site assistance with all things app related, i.e. attendees, push notifications, agenda, social wall, etc.
    - approx. 10 hours x $37.50/hour = $375

- Optional, extended, work on app during or after event (approx. 5-25 additional hours x$40/hour = $200 - $1000). This optional, additional, extended work would only be applied upon completion of the last phase, or when the last phase has NOT yet been completed AND the work extends beyond the vendor's lengthiest estimate of 50 hours. Discussion of extended hours will be raised as soon as discovery of potential problem/pitfall that extends the work past the 40 hour estimate, as well as the, no longer than 50 hour, max estimate of required man hours.

Budget Calculation:

        The proposed cost of the project is $1500 USD; negotiation is welcome. The project cost will not change dependent on hours worked, up to 50 hours. An hourly rate of $40 will be applied to any optional and additional work upon completion of the four phases OR when the vendor's initial work extends beyond 30 hours.

        I propose the project will take around 40 man hours between September and the official GTS event date. The project should not take more than 50 hours (pitfall, bottleneck, troubleshooting, or complications) **and may take as little as 36 hours** (10 mandatory hours on-

site). Five to 25 additional hours of work will be made available, beyond 50 hours of work or completion of the last phase, for additional work regarding insights, administrational information, or updates that are necessary post-event, upon request.

This hourly estimate of $37.50/hour puts into consideration the roles and tasks necessary to complete the above described assignment, in its entirety:

- App initialization, integration of assets, feature implementation, and reliability testing up to the event date. Potential interaction and coordination with CrowdCompass 24/7 live support.

- On-site staff and attendee assistance, live troubleshooting, and setup for all things app related at GTS 2017.

Payment Terms:

Total Cost = $1500 USD; Flat price concluded with an estimate of 40 hours at $37.50/hour, acknowledging up-to 50 hours of work in contract bid/proposal of $1500 USD.

Payment delivery to be discussed. Payment upon satisfactory completion of each of four phases, full fee, or bi-partial payment accepted or acknowledged. Negotiation acceptable.

Up to 25 additional hours of work at $40/hour, will be made available, as needed, for customization, instructional education, analytics and insights, or post-event tasks beyond 50 hours or upon completion of the fourth phase of assignment.

Cost, time, and payment methods are negotiable.