

# Web development & Software service agreement

African Institute for Multidisciplinary Studies

## BETWEEN

Ciyow Creatives (hereinafter referred to as "The Developer") AND African Institute for Multidisciplinary Studies (AIMS) (hereinafter referred to as "The Client")



# 1. PROJECT OVERVIEW

The Developer agrees to design, develop, and deploy a fully functional web application and institutional management system for AIMS. This project includes a public-facing website, an admissions portal, and a comprehensive internal management dashboard.

# 2. SCOPE OF WORK & FEATURES

The project scope incorporates the deliverables outlined in the "AIMS Website Development Scope of Work" document, with additional features requested by the Client.

## A. Public Website & Content Management

- **CMS & Publishing:** Custom content management for creating unlimited menus/submenus and pages for programs, tuition, and calendars.
- **News & Media:** Systems to post events, job opportunities, notices , and a categorised blog. Includes a newsletter subscription integration.
- **Research & Visibility:** A centralized download center for research outputs and profiles for Faculty and Alumni.
- **Communication:** Integration of Live Chat/WhatsApp , generic contact forms , and an FAQ section.

## B. Admissions & Verification System

- **Admissions Portal:** A complete system for student registration with automated username/password generation. Includes data capture for personal details, academic background, and document uploads.
- **Status Tracking:** Applicants can track status stages (e.g., Submitted, Under Review, Interview Scheduled, Accepted, Enrolled).
- **Certificate Verification Plugin:** A tool allowing third parties (employers) to verify student certificates using unique serial numbers. The system will display verified details (photo, academic info) or failure messages for invalid records.

## C. Institute Management Dashboard

- **Academic Administration:** Modules for managing student registration , exam and grading management , and attendance recording.
- **Finance Module:** Management of student payments, payroll, and expenses
- **User Roles:** Role-based access for Admins, Registrars, Finance, HR, Instructors, Students, and Parents.
- **Student Support Ticketing:** An integrated ticketing system where students can open support requests and track resolutions.

## D. Workspace & Task Management (New Feature)

- **Task Assignment:** A dedicated workspace section allowing administration to assign specific tasks to staff members.
- **Collaboration:** Features to upload documents relevant to specific tasks and track task completion status.
- **Certificate Verification Plugin:** A tool allowing third parties (employers) to verify student certificates using unique serial numbers. The system will display verified details (photo, academic info) or failure messages for invalid records.

## 3. TECHNICAL SPECIFICATIONS

- **Tech Stack:** Frontend (React.js, Vue.js, or Next.js); Backend (Node.js, Laravel, or Django); Database (MySQL or PostgreSQL).
- **Security:** Implementation of SSL, security protocols, regular backups , and reCAPTCHA spam protection.
- **Responsiveness:** Full mobile responsiveness across all devices and browsers.

## 4. PROJECT PHASES & PAYMENT SCHEDULE

Total Duration: **3 Months**

Total Project Cost: **\$2,500.00 USD**

The project will be delivered in three distinct phases:

Phase	Deliverables	Timeline	Payment
<b>Phase 1</b>	Kickoff of the Public Website, Admissions Portal, and Verification Plugin.	Month 1	\$1,000
<b>Phase 2</b>	Development of the Management Dashboard, Finance, and Academic modules.	Month 2	\$1,000
<b>Phase 3</b>	Development of Workspace/Task features, Support Ticketing, Final Testing, Training, and Deployment.	Month 3	\$500

## 5. SUPPORT & MAINTENANCE

- **Duration:** The Developer provides 6 months of technical support following the final launch date.
- **Inclusions:** Support covers bug fixes, minor visual adjustments, and ensuring system stability.
- **Exclusions:** Major feature upgrades or new functionality requests during this period will be billed separately.

## 6. PROJECT MANAGEMENT & REPORTING

To ensure transparency and alignment, the development process will follow a structured reporting cycle:

- **Monthly Milestone Presentations:** At the end of each month (Phase), the Developer will conduct a formal presentation/demo for AIMS management to review progress and approve the current phase.
- **Feedback Window:** After each presentation, the Client has five (5) business days to provide feedback or requested adjustments.
- **Approval:** Signing off on a phase signifies completion of that milestone and triggers the corresponding payment.

## 7. CANCELLATION & TERMINATION

Either party may terminate this agreement with fourteen (14) days' written notice.

- **Payment on Termination:** In the event of cancellation by the Client, Ciyow Creatives is entitled to payment for all work completed up to the date of termination.
- **Ownership:** Source code and assets will only be transferred to the Client if the project has been paid for in full.

## 8. DISPUTE RESOLUTION

In the event of a disagreement regarding the technical scope or delivery:

- **Amicable Negotiation:** Both parties agree to first attempt to resolve the dispute through good-faith internal negotiations.
- **Mediation:** If negotiations fail, the dispute shall be settled through a neutral mediator agreed upon by both parties before pursuing any legal action.

## 9. DELIVERABLES

Upon final payment, **Ciyow Creatives** will provide:

1. Full Source Code and Database files (.sql).
2. Full site backup and all administrative credentials.
3. Admin User Manual and Technical Documentation.

## 10. ACCEPTANCE AND SIGNATURES

For Ciyow Creatives:

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For AIMS:

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

