



Detailed Project Breakdown

Digital Archive & Document Library Project — Cultural Center

This document provides a full explanation of each deliverable included in Quotation Ref: 01234, issued 04.03.2026.

Each deliverable below corresponds directly to a line item on the invoice. This document explains what is being built, why each component is necessary, and what specific work is involved — so that decision-makers have full visibility into how the project investment is applied.

DELIVERABLE 01 BASE WEBSITE UI DESIGN & DEVELOPMENT

¥1,000,000

WHAT THIS IS

This deliverable covers the full design and development of the organization's public-facing website, the pages that visitors and stakeholders will see when they visit the site. It is the foundation on which everything else (including the document archive) sits.

The website will be built on WordPress, the world's most widely used content management system, and designed using Oxygen Builder - a professional page builder that produces clean, fast, and fully customizable websites without unnecessary bloat (also easy to understand for your staff during the handover phase).

WHAT IS INCLUDED

- Homepage → *main landing page with organization's introduction, navigation e.t.c*
- About Us page → *organization's history, mission, vision, and team information*
- Contact page → *contact form, address, phone, email, and map embed*
- Additional standard pages as agreed during onboarding → *e.g. News, Gallery, or Services*
- Site-wide navigation menu → *desktop and mobile*
- Footer with links, contact summary, and copyright
- Fully responsive layout → *the website will look and function correctly on desktop computers, laptops, tablets, and smartphones (including foldable devices)*
- Basic on-page SEO configuration → *page titles, meta descriptions, and structured content to help the site appear in search engines*
- Contact form setup with email notification routing
- Speed and performance optimization → *image compression, caching, and clean code practices*

WHY IT COSTS WHAT IT DOES

UI/UX Design	Before any code is written, the website's layout, colour scheme, typography, and user experience are designed to match the organization's identity. This is a distinct creative and technical process.
Custom Development	The site is not a pre-made template. Every section is built and configured to the organization's specific needs using Oxygen Builder, which requires professional-level technical skill.
Responsive Build	Each page must be carefully adapted for three screen sizes - desktop, tablet, and mobile - which effectively triples the layout work.
WordPress Setup	This includes installing and configuring WordPress, setting up security, backups, performance plugins, and the overall site architecture before a single page is built.
Testing & QA	Every page is tested across multiple browsers (Chrome, Firefox, Edge, Safari) and screen sizes before delivery to ensure nothing is broken.

DELIVERABLE 02 **DOCUMENT LIBRARY SYSTEM WITH PDF & IMAGE VIEWER**

₹500,000

WHAT THIS IS

This is the core technical infrastructure of the entire project. It is a custom-built digital archive system integrated directly into the website - not a third-party plugin bought off a shelf, but a purpose-built architecture designed specifically for how this organization's documents are structured and categorized.

Think of it as building the library building itself - the shelves, the filing system, the reading room, and the catalogue - before any books are placed on the shelves. Without this component, there is no place to put the documents.

WHAT IS INCLUDED

- **Custom Post Type (CPT) architecture** → a dedicated document content type is registered in WordPress, separate from standard pages or blog posts, purpose-built for document records
- **Category taxonomy system** → a structured category and sub-category framework allowing all documents to be organized and browsed by type, topic, date, or any agreed classification
- **Individual document page template** → a professionally designed page template used for every single document → showing its title, category, description, metadata, and the in-browser viewer
- **In-browser PDF viewer** → visitors can read full PDF documents directly on the website page without needing to download anything using an embedded viewer compatible with all modern browsers
- **Scanned image viewer** → for documents that exist as scanned image files (JPG/PNG), an image viewer is configured so they display clearly and can be scrolled or zoomed within the page

- Document archive listing page → a master index page showing all available documents, sortable and filterable by category
- Search and filter functionality → visitors can search by document name or filter the entire library by category to find specific records quickly
- Advanced Custom Fields (ACF) integration → structured metadata fields for each document including title, category, upload date, document reference number, and description, making the library properly searchable and organized

WHY IT COSTS WHAT IT DOES

Custom Architecture	This is not a plug-and-play solution. Building a Custom Post Type system with taxonomy, metadata fields, and custom templates requires deep WordPress development knowledge and significant configuration time.
Dual Viewer Setup	The organization's documents exist in two different formats: PDFs and scanned images. Each format requires a different viewer approach, and both must be tested to ensure they work correctly across all devices and browsers.
Scalability Design	The system is built to handle far more than 100 documents. Staff will be able to continue uploading documents independently after handover, and the architecture supports this without any additional development work.
Template Development	The individual document page template must be designed once but applied automatically to every document. This requires careful Oxygen Builder development to ensure it works correctly at scale.
Filter & Search Logic	Implementing category filtering and keyword search for a custom post type requires custom query logic, not just a standard WordPress search box.

This deliverable is the most technically complex component of the project. It forms the permanent infrastructure that will serve the organization for years and allows unlimited documents to be added by staff after the project is handed over.

**DELIVERABLE 03 DOCUMENT PROCESSING & UPLOAD
(100 DOCUMENTS)**

₺1,000,000

WHAT THIS IS

This deliverable covers the hands-on content work of taking 100 physical/digital documents and making each one fully live and accessible within the archive. This is not simply uploading files to a server, each document requires individual attention, processing, and configuration before it is ready for public access.

This is equivalent to the work of a professional archivist and content editor combined - the cost reflects the volume, care, and technical skill required to process documents across two different file formats (PDFs and scanned images) at a rate of ₦10,000 per document.

WHAT HAPPENS TO EACH DOCUMENT

- **File review** → each document is opened and inspected to confirm it is legible, complete, and in the correct format before processing begins
- **File optimization** → scanned image files are resized and compressed for web delivery without losing quality, large unoptimized scans can slow down a page significantly and must be processed before upload
- **PDF processing** → PDF files are checked for compatibility with the in-browser viewer, and any that are not web-optimized are converted or adjusted accordingly
- **Individual page creation** → a dedicated page is created for each document within the WordPress archive system, not just a file upload, but a complete page with its own URL, title, and layout
- **Viewer embed configuration** → the PDF or image viewer is embedded and tested on each document's individual page to confirm it displays correctly
- **Category assignment** → each document is manually reviewed and assigned to its correct category within the archive taxonomy
- **Metadata entry** → document title, reference number, date, description, and any other agreed fields are entered for each record to make the library fully searchable
- **Quality verification** → once uploaded, each document page is reviewed to confirm the viewer works, the content is correct, and the page renders properly on desktop and mobile

WHY IT COSTS WHAT IT DOES

Volume of Work	100 documents, each requiring individual processing, is a substantial content task. At a conservative estimate of 20–30 minutes of work per document (review, optimize, upload, configure, verify), this represents 35–50 hours of focused work.
Mixed File Formats	Scanned image documents require significantly more processing than standard PDFs. Image quality checks, compression, and viewer configuration add time per document that a pure PDF upload would not require.
Individual Page Creation	Each document gets its own dedicated page, not a bulk folder upload. This is what makes the archive searchable, navigable, and professional. It also means each document has its own URL that can be shared or linked directly.
Accuracy Requirement	Metadata must be entered correctly for every document. Errors in categorization or labelling undermine the entire purpose of a searchable archive. This work requires careful attention to detail across all 100 records.
Phase 1 Scope	This covers the first 100 documents. Additional documents beyond this scope are available at the same per-document rate, or as a negotiated Phase 2 package.

WHAT THIS IS

This deliverable ensures the organization does not become permanently dependent on the developer after the project is complete. Because the funding window ends in May 2025, the organization must be fully equipped to continue uploading and managing documents independently without needing to hire technical support for every future addition.

The handover package is a complete knowledge transfer: structured training materials, step-by-step documentation, and recorded video guides tailored specifically to how this organization's archive is built.

WHAT IS INCLUDED

- **Video Tutorial 1: Uploading new documents** → a screen-recorded walkthrough showing staff exactly how to add a new document to the archive: uploading the file, filling in the metadata fields, assigning a category, and publishing the page
- **Video Tutorial 2: Managing categories** → shows staff how to create new categories, rename existing ones, and reassign documents to different categories as the archive grows
- **Video Tutorial 3: Editing and updating existing documents** → covers how to update a document page, replace a file, correct metadata, or unpublish a record
- **Written Step-by-Step Staff Guide (PDF)** → a clear, illustrated written reference document that staff can keep and consult without needing to re-watch videos includes screenshots of every key step
- **30-day post-launch support window** → for 30 days after the site is handed over, the developer is available to answer questions, fix any bugs that emerge, and assist staff with the first round of independent uploads at no additional cost
- **Handover call / walkthrough session** → a live session with relevant staff members to walk through the system, answer questions, and confirm the team is confident before the developer steps back

WHY IT COSTS WHAT IT DOES

Custom Training Materials	These are not generic YouTube tutorials. Every video and document is recorded and written specifically for this organization's website showing their actual dashboard, their actual categories, and their actual workflow.
Long-Term Value	A well-executed handover means the organization never needs to pay a developer just to upload a new document. Over time, this package saves significantly more than it costs.
30-Day Support	Post-launch bugs and staff questions are inevitable. The support window ensures these are handled promptly without additional invoicing, protecting the organization's investment.
Documentation Production	Writing a clear, accurate, illustrated staff guide takes meaningful time and expertise. It must be accurate enough that non-technical staff can follow it confidently without prior web development knowledge.

Without a proper handover package, the organization risks being unable to continue building the archive after the funding window closes. This deliverable is what makes the project self-sustaining beyond May 2025.

PROJECT INVESTMENT SUMMARY

Deliverable 01 — Base Website UI Design & Development	₦1,000,000
Deliverable 02 — Document Library System with PDF & Image Viewer	₦500,000
Deliverable 03 — Document Processing & Upload (100 Documents)	₦1,000,000
Deliverable 04 — Staff Handover Package	₦500,000
TOTAL PROJECT INVESTMENT	₦3,000,000

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