Task Force Funding: $1K of $10K
recommended by the Education and Outreach Team

Background
The Task Force has approved the expenditure of $10,000 by the Education and Outreach (E&O) Team by 6/30/18. It was decided at the meeting of 2/7/18 to spend a portion of that $10K on additional website assistance. The website domain and hosting setup was completed months ago and the team had hoped to create the website from scratch without outside assistance. This is proving more difficult than first thought given the members’ primary work commitments and lack of time available to complete the work.

Scope of Work
The E&O team agreed to spend up to $1,000 for assistance by Anne Francis to expedite the website creation. Guidance on layout and page content will be provided to Anne by the team. Items include, but are not limited to:
- Arrange/Insert/Delete web pages as needed to create the requested hierarchy of approximately 10-15 pages
- Insertion of provided content
- Insertion of graphics as needed
- Create public-facing email link to Gmail srrttfoutreach@gmail.com
- 2-3 hours of website editing training for designated members of the E&O team
  - This will allow us to do routine maintenance/updates moving forward
- Set up Google analytics and reporting (if budget allows)

Cost
Not to exceed $1,000.

Required Completion
April 1, 2018 (with hope that it might be ready to place on the March SRRTTF meeting agenda for review)