



Scope of Work

Atlanta Neighborhood Charter School

Project Components

Policy and Procedure Library

Scope of Work

- ◆ Review and revise existing policies and procedures.
- ◆ Identify and create any missing or undeveloped content.
- ◆ Create an updated structure and comprehensive table of contents incorporating existing materials and new content.
- ◆ Provide review cycles of documentation, to include the following:
 - Table of Contents and preliminary organization of materials.
 - Sections sent individually as text files, with ANCS addressing any issues or questions.
 - Complete document with only minor tweaks remaining.
- ◆ Provide deliverable options such as printed materials, HTML-based content, integration into ANCS content delivery system.

Project Costs and Timeline

We'll keep your budget top of mind.

Billing Rate

For this project we are pleased to offer our non-profit blended hourly rate of \$60/hour. This estimate is based upon our understanding of the overall project and the various pieces that dovetail together to form the whole.

The breakdown:

Project	Start Date	Completion Date	Hours Estimated/Notes
Phase 1: Project Set Up			This phase is already complete.
Phase 2: Definition and Discovery Deliverable: Comprehensive Table of Contents for the entire library.	10/01/14	11/01/14	5 hours. Note: This phase is mostly complete with the exception of final review and signoff.
Phase 3: Content Development Deliverable: PDF files broken into various sections suitable for subject matter expert review.	11/01/14	02/01/15	85 hours.
Phase 4: Review and Edit Deliverable: PDF file with all edits incorporated from Phase 3. Complete professional proofreading.	02/15/15	03/15/14	10 hours.
Phase 5: Implementation Deliverable: Files suitable for publishing on the ANCS website with requirements to be determined in conjunction with ANCS.	04/15/15	05/15/15	10 hours. Hours = 110 Project Total = \$6,600

Project Costs and Timeline (cont.)

Should ANCS honor us with this work, we commit to the following:

- ◆ We don't ever bill for hours we do not work.
- ◆ We will work within your resources and treat your budget as if it's our own.
- ◆ We enjoy the creative challenge of making something useful within the confines of a budget.

Invoicing

We invoice the last day of each month for the hours worked during the preceding month. Invoices are payable within 15 days, however, we are happy to work out terms with your billing department as needed. All invoices are itemized with work completed, the overall project, and the applicable sub-project. We are happy to invoice multiple departments and gear our invoices to department budgets as needed.

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