

This document is Website Developer Report.
It is part of the supporting assessment resources for Assessment Task 3 of BSBPMG532.

Email



Ezy-As Web
Solutions

To: Con Kafatos, Project Manager, CBSA
From: Garry Webb, Ezy-As Web Solutions
Date: 16 July 20XX
Subject: Website Developer Status Report

Hi Con

The website is progressing well. Thank you for providing the written content and the logos.

We have created the following pages:

- Home
- Products
- About Us
- News and Events
- Blog and
- Contact Us.

The shopping cart has also been created.

We have taken into consideration web accessibility standards when creating the website by including images with descriptions, aligning all content on the left, using plain English language and including a Skip to Content feature at the top of the page. That will enable vision impaired users, using a screen reading app, to jump to the menu easily.

I am concerned that the weekly meetings that were advised, following the confirmation of the project meeting, have been consistently cancelled by you and we haven't been able to get any feedback from you on the website as current laid out.

This is causing significant delays to the project. I estimate we are now behind by a couple of weeks.

Please get in touch with us as soon as possible with feedback so that we can progress.

Please note that an invoice of \$9,500 plus GST has been sent to you. This is the total amount for the project to date minus the \$2,000 deposit you paid. We indicated an estimate in our original quote and due to the time taken to make the website accessible at your request, the final amount will exceed the quote of \$13,000 we provided, stretching it to \$15,000.

Could you please advise if the budget will be increased to include the extra days required.

Thank you
Website Developer

Unit 5, 23 Scallion Way, Sydney Olympic Park NSW 2127