

## **Administrative Resource Center Guide for Defining Requirements For Franchise Customers**

To assist us in preparing to meet with you to assess your needs and to prepare a preliminary cost estimate for the services you require, we have developed a questionnaire to capture information related to your needs and the manner in which you wish to do business with us. A brief description of the web and system services we offer is provided below. By selecting the type of service you require, you will be presented with a series of questions related to that service. You may not have answers to all of the questions—that's fine, as this guide is intended as just a starting point that help prepare us to meet with you to gather further information.

### **Description of Services**

**Website Analysis** – Full-blown requirements analysis for website development: gathering, analyzing, and documenting requirements.

**Website Design** - Setting up a navigation scheme, designing templates for pages, designing graphical look and feel for websites.

**Website Management and Hosting** – Providing hosting and support for websites in a secure environment.

**Systems Analysis and Design** - Full-blown requirements analysis for application development: gathering, analyzing, and documenting requirements.

**Systems Development and Hosting** - Designing, building, and implementing automated solutions and making them available via the Internet in a secure environment.