BUSINESS REQUIREMENTS DOCUMENT

PROJECT: PORTFOLIO WEBSITE DEVELOPMENT

1. EXECUTIVE SUMMARY

1.1 PURPOSE

THIS DOCUMENT OUTLINES THE BUSINESS REQUIREMENTS FOR DEVELOPING A PERSONAL PORTFOLIO WEBSITE. THIS WEBSITE WILL SERVE AS A COMPREHENSIVE SHOWCASE OF MY TECHNICAL, JOURNALISTIC, MARKETING, FICTION, AND BLOG WRITING, AND ALLOW RECRUITERS AND HIRING MANAGERS TO REVIEW MY WRITTEN WORK.

1.2 PROJECT OBJECTIVES

1. Create a user-friendly, appealing portfolio website.
2. Showcase my writing skills, bibliography, achievements, and projects effectively.
3. Increase my visibility and credibility in the job market.
4. Enhance my web design familiarity and skillset.

2. SCOPE

2.1 IN-SCOPE

1. Create a responsive and mobile-friendly portfolio website for writing samples, bibliography, contact information, and current resumes.
2. Include a personal blog for regularly written and updated articles of interest to potential recruiters and hiring managers, showcasing my writing range.
3. Integrate descriptions, images, and relevant technologies used to develop the website and sample work.
4. Deploy the website to a secure and reliable hosting platform.

2.2 OUT-OF-SCOPE

1. Integrate with external databases [Future State].
2. Integrate with social media platforms [e.g. Patreon, LinkedIn, X, BlueSky].
3. E-commerce functionality.

3. STAKEHOLDERS

1. As the **Portfolio Owner**, I need a platform for my written work that is easily accessible and visible to recruiters and hiring managers.
2. As a **Recruiters or Hiring Manager**, I need a user-friendly and appealing website that allows me to access copies of the portfolio owner's resume, references, and relevant writing quickly and easily.
3. As the **Website Developer**, I need a platform that I can develop and deploy quickly and within my budget and web design abilities.

4. FUNCTIONAL REQUIREMENTS

4.1 HOME PAGE

1. Professional photo.
2. Brief tagline: **Technical Storyteller**.
3. Call-to-action button leading to the **About Me** section.
4. Call-to-action button leading to the **Portfolio** section.
5. Navigation bar with links to other sections.

4.2 ABOUT ME

1. Summary of personal and professional background information.
2. Key skills, strengths, and qualifications.
3. Educational background and certifications.

4.3 PORTFOLIO

1. Descriptions of writing samples.
2. Preview images as applicable.
3. Writing samples included on site for view.
4. Downloadable writing samples in PDF format.

4.3 SKILLS

1. A comprehensive list of technical and soft skills.
2. Skill categorization for easy navigation.

4.4 PROJECTS

1. Showcase of relevant projects with descriptions.
2. Preview images as applicable.
3. Images, technologies used, and links to live projects or GitHub repositories.

4.5 RESUME

1. Downloadable PDF version of resume.

4.6 CONTACT INFORMATION

1. Contact form for direct communication.
2. Links to professional social media profiles (LinkedIn, GitHub, etc.).
3. Email address and phone number.

4.7 BLOG

1. Articles displayed on subjects of interest, technologies, tools, etc.

5. NON-FUNCTIONAL REQUIREMENTS

5.1 PERFORMANCE

1. Fast loading times to ensure a positive user experience.

5.2 SECURITY

1. Implementation of basic security measures to protect user data.

5.3 COMPATIBILITY

1. Compatibility with major web browsers (Chrome, Firefox, Safari).

5.4 ACCESSIBILITY

1. Ensure the website is accessible to users with disabilities.
2. Alt Text for all included images.

6. DESIGN AND USER EXPERIENCE

6.1 VISUAL DESIGN

1. Clean and professional design.
2. Consistent color scheme and branding. Unique, but still within professional guidelines.

6.2 NAVIGATION

1. Intuitive navigation with clear headings and subheadings.

6.3 RESPONSIVENESS

1. Ensure the website is fully responsive on various devices (desktop, tablet, mobile).

7. TIMELINE AND MILESTONES

RESEARCH PHASE: WEEK 1

1. Research possible commercial platforms [e.g., Wix, Squarespace].
2. Research possible web development tools [e.g., Gatsby]
3. Research cost of professional development.

PLANNING PHASE: WEEK 2 – 3

1. Select tools and method.
2. Build Wireframes.

DEVELOPMENT PHASE: WEEK 4-6

1. Build and test website components.
2. Implement design and functionality.

TESTING PHASE: WEEK 7

1. Conduct User Acceptance Testing [UAT] thorough testing on various devices and browsers.

DEPLOYMENT PHASE: WEEK 8

1. Deploy the website to a hosting platform.
2. Create announcements and links on social media platforms.

8. RISKS AND ASSUMPTIONS

8.1 RISKS

1. Options are too expensive or require acquisition of new web development and design skills.
2. Technical challenges during development.
3. Gathering writing samples. They will most likely need to be drafted from scratch in many cases, as all professional writing samples were protected under NDA agreements.

8.2 ASSUMPTIONS

1. Availability of required resources (images, content).
2. My ability to make a professional website on my own.

9. BUDGET

1. **Development Costs:** TBD, depending on how much I can do on my own with existing tools and skills.
2. **Hosting Costs:** Plans available from $16 Monthly.

10. APPROVAL

This Business Requirements Document is approved by:

Portfolio Owner: Erik Amundsen

Date: 3/5/2024

Development Team Representative: Erik Amundsen

Date: 3/5/2024