

September 15, 2005

John Smith
Career Service Center
800 State College Blvd.
Fullerton, CA 92834

Dear Mr. Smith,

We would like to thank you for giving us the opportunity to help Career Service Center build an recruitment application for both students and employers.

Based on the information our group gathered on September 9, 2005; we would like to offer our letter of engagement in providing the services to the Career Service Center. This letter would confirm and specify the scope of the project. Below is a listed outline of base on our initial meeting:

1. Application

The Center of Insurance Study (CIS) would like an enhance system that will help assist both students and employers with hiring/recruitment. This system will offer features for students, employers and admin:

A. Features Designed for Students:

- Create Accounts
- Post Resume
- Edit / Update Resumes
- Provide desired job classifications
- Search / View Jobs

B. Features Designed for Employers:

- Create Company Profile
- Post Jobs
- Search Resumes
- View Resumes posted to openings

C. Features Designed for Administrators:

- Manage Accounts (All: Both Employers and Student)
- Create Employers Accounts

2. Documentation

Besides the application itself, we will also provide the following documentations together with the project.

- System Analysis and Design
 - Use Cases

- Process Modeling – DFDs and Data Dictionaries
- Data Modeling
- Interface Design
- User Manual

3. Special Issues and Constrains

The project will use ASP.Net and other programming software to develop the features listed above. Any changes or modification to the project will be check with both parties and will be made in the best interest of the Career Service Center.

4. Period of Engagement:

This project will be completed by December 12, 2005. We will meet you at least once a month to report the progress. We will demonstrate the software, hand you the documentation and the software on our final meeting. We will also help deploy the application on the server if needed.

If the terms and conditions satisfies your, please sign the offer at the end of the letter. If you have any questions please feel free to contact any of the consultant.

Yours Sincerely,

Member1
mem1@fullerton.edu
 phone number

 Signature Date

Member2
mem2@earthlink.net
 phone number

 Signature Date

Member3
member3@yahoo.com
 phone number

 Signature Date

Member4
member4@hotmail.com
 Phone number

 Signature Date

I / We accept the above agreement.

John Smith (Director of CSC)

 Signature Date

Jenny Zhang (Prof. ISDS 454)

 Signature Date