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Prepared by:  
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# CORPUS CHRISTI CHRISTIAN FELLOWSHIP

## CONTACT NAME

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## CONTACT NUMBER

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## PROJECT DESCRIPTION

Website content for the children's ministry at Corpus Christi Christian fellowship. With the global pandemic of COVID-19, churches have turned to live-stream services which puts a strain on children's ministry objectives.

## SCOPE OF WORK

The website development involves creating engaging content for children ages toddler through 5th grade. The content will involve a parent blog, weekly lessons for school-aged children, and online activities that can be downloadable and printed. The content will be created within the church's current WordPress account. Prior to uploading any content the Children's Church Director and Pastor must review the content to ensure it is appropriate.

## PROJECT DELIVERABLES

The website content will be created through an individual WordPress account setup for the purpose of the course; however, once the course is complete the content creation for Corpus Christi Christian Fellowship Children's Church will begin. There are delayed deadlines that would interrupt the format for the course. On a weekly basis, new content will be uploaded for families to view and learn. In May, I will build content directly within the church website using the current theme and WordPress account for the church.

## MILESTONES

Est. Delivery Date	Project Milestone Title
May 15, 2020	Create content on church website directly
May 30, 2020	VBS webpage and online sign up available

## SERVICES

### AGENCY

Create content. Communicate with Children's Church leaders for content to be posted to the site.

### CLIENT

Provide The Gospel Project curriculum for lesson plans.  
Approve content creation.  
Provide access to WordPress account and YouTube account.  
Provide Children's Church leader contact information.

### MUTUAL

Coordinate centralized file storage platform.

## PROJECT RISKS

### KNOWN RISKS

- Misinterpretation of posted content.
- Quality of content posted when multiple leaders are building lessons.

### PERCEIVED RISKS

- Unable to get content uploaded quick enough with deadlines.
- Too much information posted and not engaging for audience.

## POINTS OF CONTACT

### CONTACT NAME

### CONTACT NUMBER

Pas. Don Leavell (361) 993-2223

Vanessa DeJesus (361) 993-2223

## COMMENTS & APPROVAL

### AUTHORIZER NAME & TITLE

### DATE/SIGNATURE

## COMMENTS