

Scope of Work

Project Title:

Digitizing and vectorizing the logo once we receive the final copy from the artist that is developing this.

Client Name:

Down Syndrome Australia

Contact Person:

Cat Standley, Project Manager, cat.standley@downsyndrome.org.au

Date Issued:

16/05/2025

Project Duration:

Start Date: 26/05/2025

End Date:

1. Overview / Background

This project supports the development of inclusive communication resources for people with Down syndrome or intellectual disabilities.

2. Objectives

To co-design a suite of resources to increase the knowledge and skills for people with Down syndrome or intellectual disability to know their rights when accessing NDIS services and supports. The suite of resources will also be aimed at service providers to increase their skills and knowledge about upholding the rights of people with Down syndrome or intellectual disability.

3. Scope of Services / Deliverables

The services to be delivered by Bryan Botterill include, but are not limited to:

Deliverable 1 – Digitizing and vectorizing logo designed by artist

Deliverable 2 – helping to create visual aids and assets to build engagement in the resources. For example building title pages for video podcasts, closing page with funder's logo, creating embellishments to include in the resources.

Deliverable 3 – attending meetings with the Project Reference Group to gauge community input

[Any additional deliverables]

Out of Scope:

Creating promotional material.

4. Timeline / Milestones

Milestone	Description	Due Date
Milestone 1	Kick-off meeting	16/05/2025
Milestone 2	Digitized and vectorized image	
Milestone 3	Other work	

5. Fees & Payment Schedule

Individual quotes to be provided as each project is scoped.

6. Assumptions & Dependencies

This Scope of Work is based on the following assumptions:

The client will provide access to relevant documentation and stakeholders.

Any delay in the above may impact the agreed delivery schedule and fees.

7. Approval & Agreement

By signing below, both parties agree to the terms outlined in this Scope of Work and confirm that any changes will be made in writing and agreed upon by both parties.

Client Name:

Signature: _____

Name:

Date:

Bryan Botterill:

Signature: _____

Date: 19/05/2025