DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE
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LEFAPHA LA DIPAPADI, BOIKGATHOLLO, BONONO LE BOTJHABA
DEPARTEMENT VAN SPORT, ONTSPANNING, KUNS EN KULTUUR

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Functional Specification Document

ECPACC Website Revamp.

DOC REF:	
AUTHOR(S)	Mr. Okuhle Mbongwe (Software Developer)
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NOTICE

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DOCUMENT AMENDMENT HISTORY

Version	Author(s)	Date	Description
1.0	Initial & Surname	DD-MMM-2025	Final report after inputs from ….
0.1	O Mbongwe.	04-07-2025	Draft report

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APPROVAL AND CONFIRMATION PAGE

The signatories hereof, being duly authorised thereto, by their signatures hereto authorise the execution of the work detailed herein or confirm their acceptance of the contents hereof and authorise the implementation/adoption thereof for and on behalf of the parties represented by them.

Mr/Ms. Monde Nkasawe *CEO (ECPACC)*	*Date*
Mr/Ms. Ayanda Gili *Project Manager (ECPACC)*	*Date*
Mr/Ms. Msimelelo Ndalasi *ICT Manager (DSRAC)*	*Date*

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TABLE OF CONTENTS

1   INTRODUCTION

A comprehensive evaluation of the existing Eastern Cape Provincial Arts & Culture Council (ECPACC) website identified a critical need to revamp and modernize the website. The review process revealed several limitations adversely affecting the website's effectiveness and operational efficiency. Key challenges included:

- An outdated design and navigation structure that no longer aligned with contemporary web standards or the expectations of modern users.
- Complex content management processes, with the existing system requiring advanced technical skills to update website content, publish announcements, or upload media.

To address these issues, the decision was made to redevelop the ECPACC website on a modern Content Management System (CMS) specifically, WordPress. This platform was selected for its proven flexibility, scalability, and user-friendly interface, empowering ECPACC staff with minimal technical expertise to:

- Independently manage website content in an efficient and intuitive manner.
- Publish and maintain information including funding calls, tenders, calls & results, activities, and image galleries.
- Ensure that the website remains current, relevant, and accessible to stakeholders within the Eastern Cape's arts and culture community.
- Easily incorporate new services, media, and functionalities in line with evolving institutional needs.

The newly developed will be designed to deliver a modern, responsive, and engaging online presence. It will enhance public access to information while providing ECPACC's internal team with a streamlined, accessible system for content management.

This document defines the functional specifications to redevelop the ECPACC website, detailing its structural design, page layouts, functional components, content management processes, and stakeholder requirements.

1.1 System Objectives

The primary objectives to redevelop ECPACC website are as follows:

- To deliver a modern, user-centric online experience with a clean, responsive design optimized for both desktop and mobile devices.
- To provide centralized, intuitive navigation to core institutional areas including *Who We Are*, *Arts & Culture Funding*, *Tenders*, *Film*, *Media Centre, Vacancies, Catalog* and *Contact Us*.
- To showcase ECPACC's institutional impact and services through visually engaging highlights, galleries, and accessible quick links.
- To enhance operational efficiency and public engagement by offering direct access to essential resources such as *Media Centre*, *Vacancies*, and contact facilities.
- To ensure that the website supports the seamless dissemination of updated information and calls to action for stakeholders and the broader creative community through the new website.

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2 PROJECT SCOPE AND DESIGN

2.1 Home/Landing Page layout

The homepage is designed to provide immediate access to key institutional information and services through a structured, responsive, and visually engaging layout:

Header
- Placement of the ECPACC logo.
- Prominent display of social media icons (Facebook, Twitter, Instagram, etc.).
- Contact number: **+27 (0)43–743 6187**.
- Primary navigation menu with the following categories:
  - Home
  - Who We Are
  - Arts & Culture Funding
  - Tenders
  - Film
  - Contact Us

Design for Desktops:

Dropdowns Desktops:

Design for Mobile Devices (Phone & Tablet):

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Main Banner

- Full-width hero banner prominently displaying strategic calls to action (e.g., *Supporting Eastern Cape Crafts/Film*, *Learn More* button.

SUPPORTING EASTERN CAPE CRAFTS

ECPACC supports three craft hubs around the Eastern Cape province of South Africa.

Learn More

Second Banner:

SUPPORTING EASTERN CAPE FILM

The Eastern Cape Film Office plays an important role in supporting the province's film industry.

Learn More

For Mobile/Tablet View:

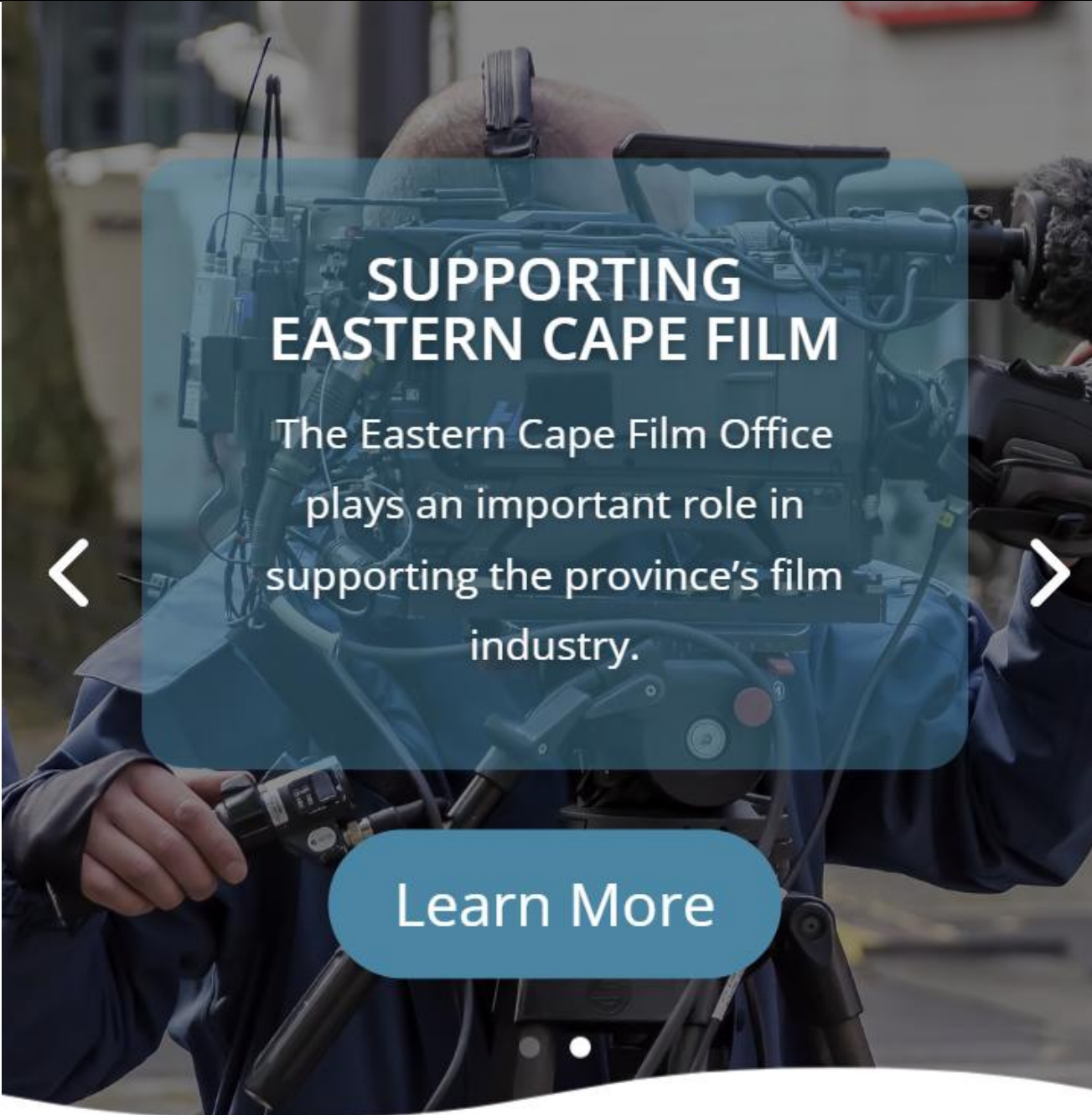"A United, Active and Winning Province Through Sport, Recreation, Arts, Culture & Heritage"

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Learn More

Who We Are Section:

"A United, Active and Winning Province Through Sport, Recreation, Arts, Culture & Heritage"

WHO WE ARE

ECPACC was established by means of Act No. 6 of 2000 (Eastern Cape) and is a listed schedule 3 public entity of the Department of Sports, Recreation, Arts and Culture.

ECPACC is entrusted with the responsibility of fostering the arts and promoting the culture of the Eastern Cape, to allow for the experession of the unique identity of the province and enable it's artists to realise their potential through their expression of the arts and build an improved quality of life for themselve and their communities.

Learn More

For Mobile/Tablet View:

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Learn More

Our Services Section

Icon-based layout highlighting key services such as:

- o Funding Opportunities
- o Cultural Programs
- o Heritage Projects

OUR SERVICES

Funding Opportunities
Supporting artists and cultural projects through various funding programs.

Cultural Programs
Promoting diverse cultural expressions and traditional arts.

Heritage Projects
Preserving and celebrating our rich cultural heritage.

Gallery Carousel

Visual content section displaying featured images (e.g. *ECPACC – crafts*, *young girl*, *workshop images*).

GALLERY

ECPACC- crafts-3

ECPACC- crafts-2

ECPACC- crafts

young-girl

1   2   Next

Quick Links and Footer

Footer includes navigation to:

- o Media Centre
- o Vacancies
- o Contact Us
- o About
- o Vision & Mission

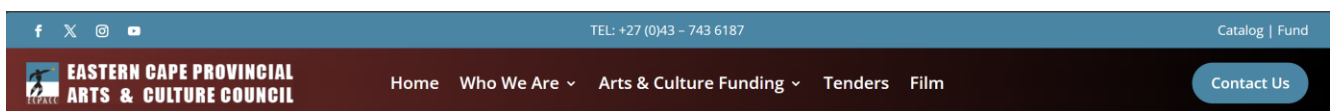"A United, Active and Winning Province Through Sport, Recreation, Arts, Culture & Heritage"

- o Policies
- o Council & Staff
- Displaying contact email address of the institution.
- Hosting credits and copyright.
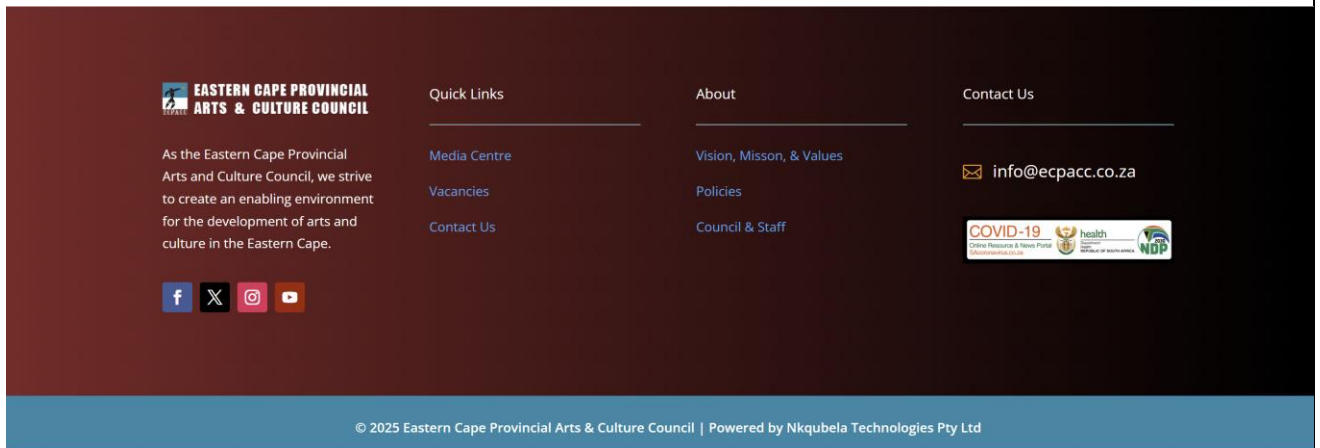
Front Page Banner Dimensions

While exact pixel dimensions have not been formally specified, it is recommended that the banner be rendered at a full-width resolution between 1472–832 px for optimal responsiveness. Final dimensions to be confirmed upon receipt of layered graphic assets.

2.2 Static Deeper Page Design

OUR VALUES

Above all, ECPACC values:

- Artistic Freedom
- Capacitating
- Caring
- Continuous Improvement
- Customer Satisfaction
- Democracy
- Empowerment
- Engagement

- Democracy
- Empowerment
- Engagement

Quick Links

Media Centre

Vacancies

Contact Us

About

Vision, Misson, & Values

Policies

Council & Staff

Contact Us

✉ info@ecpacc.co.za

As the Eastern Cape Provincial Arts and Culture Council, we strive to create an enabling environment for the development of arts and culture in the Eastern Cape.

© 2025 Eastern Cape Provincial Arts & Culture Council | Powered by Nkqubela Technologies Pty Ltd
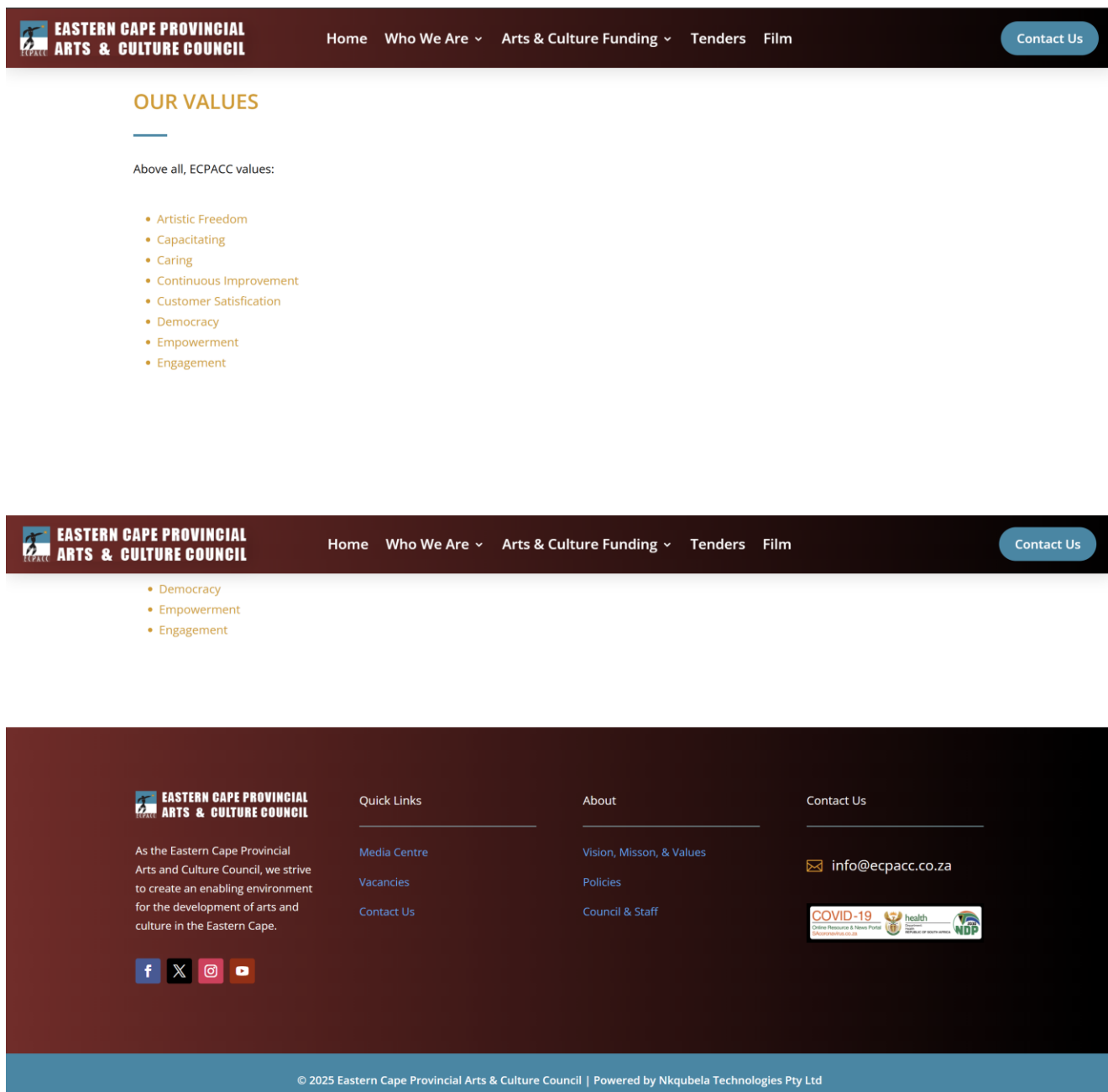
2.3 Main Menu Overview

Main Menu Item	Sub-menu / Page Links
Home	Returns to homepage
Who We Are	Vision, Mission & Values, Policies, Council & Staff
Arts & Culture Funding	Application How-To Videos, Calls & Results, Criteria, Activities
Tenders	Tenders listing page
Film	Provincial film industry information
Contact Us	Contact form and contact information
Footer Quick Links	Media Centre, Vacancies, About Us, Vision, Policies

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2.4 Fields/Attributes details

This section provides the details of the fields or attributes including indicating the required fields, data types and description for each.

Page / Section	Attributes
Who We Are	Title, Text Content, Council & Staff Images, Policies
Funding Calls	Title, Category, Open/Close Date, Criteria List, Downloadable Documents
Videos	Title, Thumbnail, Embedded Video, Description
Tenders	Tender ID, Title, Description, Deadline, Documentation, Status
Film Section	Title, Overview, Contact CTA, Service Highlights
Gallery	Image, Title/Caption
Contact Form	Name, Email, Subject, Message, Submit Button
Footer Quick Links	Title, URL, Email or Contact Link

2.5 Collaborations / Document Sharing Layout

Provision within Funding and Tenders pages for managing multiple document uploads per listing. Displayed in list view with downloadable link buttons and associated document titles.

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2.6 CRUD Matrix

Cell Values:

C = Create

R = Read only

U = Update

D = Delete

Page / Module	Create	Read	Update	Delete
Who We Are Content	Admin uploads new content and images	Public users can view content	Admin edits content and images	Admin removes obsolete content
Funding Calls	Admin creates new grant calls	Public users view listings and details	Admin updates criteria, dates, descriptions	Admin deletes outdated calls
Videos	Admin uploads new videos	Public users can watch embedded videos	Admin edits titles and descriptions	Admin removes obsolete videos
Tenders	Admin adds tender opportunities	Public users view and download documents	Admin updates descriptions and deadlines	Admin removes expired or awarded tenders
Film Activities	Admin publishes film initiatives	Public users view listings	Admin updates text and CTA information	Admin removes old or irrelevant listings
Gallery	Admin uploads images to gallery	Public users view images	Admin updates captions	Admin removes images
Contact Records	Public users submit inquiries	Admin reads and processes submissions	Admin updates status or responds	Admin removes spam or resolved inquiries

3 Solution/System Stakeholders

The main stakeholders for this module are listed below with their respective roles for this solution:

Stakeholder Group	Role / Involvement
External Users	Artists, cultural organizations, filmmakers, and the public. Access calls, services, and contact options.
Internal Administrators (ECPACC Staff)	Manage content: upload and maintain grants, tenders, videos, gallery images, organizational profiles, and process contact submissions.
DSRAC	Provide hosting, technical support, website maintenance, and enhancements.
Stakeholder Oversight (DSRAC)	Oversight for compliance, funding allocation reporting, and content approvals.
Third-party Integrations	Potential services for video hosting, document storage, and social media API integrations.

WORK PLAN AND DURATION

PHASE	DESCRIPTION	DURATION
ANALYSIS & PLANNING	Requirements analysis, planning, consultation	1 week
DESIGN	Translate requirements into a structured website layout, including wireframes and user interface or user experience (UI/UX) mockups. Finalize the designs and interactive elements based on identity and user experience principles.	2 weeks
DEVELOPMENT	Convert designs into functional features. Code enhancements and implement interactive components as per the requirements	3 weeks
TESTING	Conduct unit, integration, system, and user acceptance testing. Resolve bugs, ensure compatibility, performance, and validate all functional and non-functional requirements	2 weeks
DEPLOYMENT	Roll out the revamped website to the live production environment. Ensure successful transfer of data (migrate all required data from old website), configuration of servers, activation of features and final validation.	1 week
HYPERCARE (TRAINING OF STAFF)	Provide intensive post-launch support through training technical staff, support staff and end-users whilst providing documentation (training materials and manuals or guides), closely monitoring the site for any issues, resolving	1 week

	unexpected bugs, and assisting users with adaptation.	
MAINTENANCE AND SUPPORT	Ongoing management of hosting, backups, monitoring, performance optimization, bug fixing, and implementation of small enhancements. Ensure security updates and operational continuity.	Ongoing
		9 weeks

ACTION DETAILS					
Affected Areas	Details	Responsible Person	Planned Date	Actual Date	Signature
Website	Development	Mr. O Mbongwe			
User Acceptance Testing	Testing	Mr. H Maponya & ECPACC Team			
Deployment	Deployment	Mr. O Mbongwe			