



Project Workflow Worksheet

	<u>Weeks from Date</u>
Initial Meeting:	
Site Map and Assumptions per Page	<input type="checkbox"/>
Project Scope & Quality Selected	<input type="checkbox"/>
Database Assumptions	<input type="checkbox"/>
Acceptance:	
Signed Agreement Sent Back with Retainer Check	<input type="checkbox"/>
Added to Project Management List	<input type="checkbox"/>
Project Commences:	
Job Ticket Package Started	<input type="checkbox"/>
Site Map Reviewed (Higher Quality)	<input type="checkbox"/>
Provides FTP Information to Web Server (User Name, Password, FTP Access)	<input type="checkbox"/>
Primary Contact Information: E-mail, Fax, Phone, Address Confirmed	<input type="checkbox"/>
Preliminary Pack of Forms Sent (Search Engine Info, etc)	<input type="checkbox"/>
Human Useability Interface Spreadsheet Provided to Client (as needed)	<input type="checkbox"/>
Spreadsheet Evaluated by Director of Art, First Click-through scenario (as needed)	<input type="checkbox"/>
Client:	
All current Marketing Communications Material	<input type="checkbox"/>
Preliminary Scans, Photos, Screen Captures, Electronic Images	<input type="checkbox"/>
Supported/Preferred Formats:	
<i>EPS</i> <i>BMP</i> <i>GIF</i>	
<i>TIFF</i> <i>JPG</i>	
<i>(Text Content Not Needed Until Design is Approved)</i>	
Database Sites:	
Initial Meeting or Discussions to Finalize Layout, Server Strategies	<input type="checkbox"/>
Server Strategy Finalized; UNIX vs. NT, User Name & Password for FTP Access	<input type="checkbox"/>
Site Marketing Plan, Search Engine Data Due	<input type="checkbox"/>
	Week One
Art Department:	
Design of one Internal Page for Client Review, Input, Approval	<input type="checkbox"/>
<i>(Includes GUI Development Based on Useability Analysis)</i>	
As needed, Redevelop and Alter Design to Client Specifications	<input type="checkbox"/>
Approval of Design Elements	<input type="checkbox"/>
Project Turned Over to Production. All Elements Reviewed for Site Buildout	<input type="checkbox"/>
	Week Two
	Week 3
	Week 4
Client/Programming:	
If not already completed, the final Engineering Specifications Sheet will be developed, including any alterations from initial spec proposal. The final estimated hours will be presented with the specifications, which the client will sign for us to begin development.	<input type="checkbox"/>
	Week 2
Art Department:	
Design of one Internal Page for Client Review, Input, Approval	<input type="checkbox"/>
<i>(Includes GUI Development Based on Useability Analysis)</i>	
As needed, Redevelop and Alter Design to Client Specifications	<input type="checkbox"/>
	Week 5
	Week 7

Client:

Approves Home Design
Provides Search Engine Listings At This Time
Text Content Provided Electronically
(Word Documents or Text Files, One File per HTML Page, Labelled as Page Names)
Final Scans, Photographs and Any Other Images Needing Scanning
Database Sites: Final CSV/ASCII Files Now Needed for Final Debugging

Week 8

Production:

Site Templates Built
Site Pages and Corresponding GUI Elements Built and Checked
Integrates all Text and Scans on Pages as Directed by Client

Weeks- 4-8

Client:

Reviews all Site Pages
Modifications:
Print Out Page and Mark Up for Needed Changes
Extensive Text Changes Provided as a New Electronic File
*(Please be Advised That Extensive AA's (Author Alterations)
May Incur Additional Charges)*

Week 9

Week 9-11

Production:

Makes All Final Edits
Last Round Can Be Online or at Our Offices
Final Invoice with Any Client-Authorized or Incurred Charges Sent

Week 12

Client:

Final Payment Sent (No Files Are Released Until Final Payment Received)

Week 12

Production:

Upon Receipt of Final Payment, FTP's Files, Tests All Pages and Links
Database Sites:
ODBC Connection Established on Server
Secured Certificates Tied into https://
Cleanout of Job Ticket, All Requested Source Materials Returned
Final Optimization for Search Engines on Home Page
Submit to Engines
Schedule 6 Week Index Check and Initial Ranking
Schedule 12 Week Final Ranking
Burn CD of Project for Archiving

Week 12

Week 13

Resources:

Copy Writing: Contact Grant Communications; Tel 603.715.5445
Photos/Images: www.photodisc.com. www.creatas.com, www.picturerequest.com,
www.eyewire.com

