



## 1 Project Start

Once our proposals are accepted, Roz will meet with Sophy (our Development Manager) to discuss the project in detail and hand over all information gathered so far.

We create a list of items to discuss with you.

## 2 Content Collation

Sophy will provide you with a list of content we need from you to get started on the project and check that her understanding of requirements is correct.

## 3 Weekly Reviews

Regular meetings along the way are essential to the project's success. Sophy will meet with you every week to talk through progress and discuss any queries you may have.

## 4 1st Design Concept

We send you a design concept for the Home page. Once approved this will move into the build phase of the project.

## 5 3 Additional Pages

You'll be provided with 3 more page designs to approve. This ensures we are meeting your needs and vision of the website.

## 6 Website Build

After the approval of the Home page, your website will be built on a development site hidden from view. Once the x4 pages have been built you will be sent a URL to view progress on the project.

## 7 Internal Website Review

Your new website build will be reviewed regularly to ensure the project requirements and our standards are met. Depending on the timescales, this may need to take place at the same time as stage 8.

## 8 External Website Review

Once all pages are built and have been reviewed, we will provide you with a review document to note down any issues you find. We will collaborate with you on any points you raise and address anything raised before the final quality check.

## 9 Final Quality Check

Your site will be given a final check over before launch.

## 10 Launch

We run through our internal launch checklist to get your new site ready to be pushed to your live domain. When all items on the list are complete your site will be launched!

We connect your website to Google services to begin data collection. We will also begin your chosen maintenance plan.

## 11 Content Management Training (Optional)

We provide a training video to enable you to take control of your site content. The recording will remain available for you to watch whenever you need a reminder.

A follow-up Zoom session of 30 minutes can be provided if required to address specific areas and answer any questions you may have.

