

Start date:

Project: _____ Agency: _____

Project Manager: _____ Programmer: _____

ACQUISITION

DOC PREP

- Contract
- Hosting form
- Billing setup

PROJECT SETUP

- Upload docs (no billing)
- Upload contacts
- Create project
- Resourcing review
- Assign roles
- Assign phases with dates

INTERNAL REVIEW

- Mark, PM, IA, Planner, Designer, Programmer

KICK OFF CALL

- Mark, PM, Planner, Designer, 30 minutes, review timeline, introductions, setup prototype stage
- Handoff from Mark to PM
- Design Doc to client

PROTOTYPING

STRATEGIC REVIEW

- Mark, PM, IA, Planner
- Review site objectives, plan strategy and prototype schedule

CYCLE OF BUILDS & REVIEWS

- IA builds based on strategy meeting, internal review, tweaks and then initial presentation to the client and/or agency. This process cycles as many times as necessary.

FINAL REVIEW

- PM, IA, Planner, Designer, Programmer, Eric, Mark and Mike if necessary

PROTOTYPE APPROVAL

DNS AND PROCESS REVIEW WITH CLIENT

- Work with client to create Google Analytics account
- Discuss option of content entry during skinning or waiting until site is complete and bug tested

BILLING FORM

Prototype approval date:

DESIGN

INITIAL REVIEW

- PM, Designer initial interview
- Review submitted client profile doc

HOME PAGE DESIGNS

- Internal review with PM, UX, Programmer and Planner
- 3 designs posted
- Revisions

SUB PAGE DESIGNS

- Internal review with PM, UX, Programmer and Planner
- 2 designs posted
- Revisions

DETAIL PAGES & APP DESIGNS

- 1 design each

STYLE GUIDE CREATION & FINAL PREP

- Final UX review
- Programmer walk-through with Designer

Design approval date:

PROGRAMMING

WHITESCREEN

QA

DESIGN APPLICATION

QA

CODE REVIEW

FINAL TWEAKS

INTEGRATION

CLIENT TRAINING & PROCESS REVIEW

CONTENT ENTRY

- Simultaneous with design application

301 REDIRECT REVIEW

GO LIVE

SITE APPROVAL

- Final internal review with Planner and PM

SCHEDULING

- Review with Accounting
- DNS review
- Coordinate with System Admin & Programmer
- Run site testing script

GO LIVE

- Live site QA review
- Programmer & PM review of entire site (use hosts file if not yet propagated)
- Schedule bi-annual hosting review with Dan

FINAL CLIENT INTERVIEW

- Mark
- Ask for testimonial, reference

CASE STUDY

- Planner creates case study (if warranted), adds go live notice to NWF home page and creates gallery entry

Go live date:

TERMS

- IA:** Responsible for crafting a site structure and flow that meets usability standards and site objectives.
- UX:** Responsible for ensuring that the designs are intuitive, highly usable and in line with the prototype.
- QA:** Responsible for making sure the site works as it exists, with no regard for IA or UX.

ROLES

- IA, UX, QA:** Michael Stalker
- PM:** Katie Jamison, Jason Adams, Mitch Rothrock
- Planner:** Eric Holter, Chris Butler

- Designer:** Justin Kerr, Able Parris
- Programmer:** Steve Brock, Nolan Caudill, Jim Hendrickson, Forrest Oliphant, George Wamichi