

SCHEDULE	
CLIENT:	
CONTACT:	Mark Ganellin
SUBJECT:	Website
DATE:	

	1	2	3	4	5	6	7	8	9	10	11	12
Research, specification, budget												
Design layouts, Navigation												
Keywords												
Initial design, template pages												
Copy developed												
Copy feedback												
Copy amends and sign off												
Website design & build												
Website feedback												
Website amends, 95%												
Final feedback												
Final amends, 99%												
Testing												
Go live												
Post launch work												
Maintenance & review												

Following this process allows us to deliver high quality websites cost effectively. Before proceeding to the next phase indicated by a new colour, each element needs to be approved and signed off. Back tracking and making changes to elements already approved WILL incur additional charges.

Specification	Copy & design	Build	Test	Launch	Mop-Up	Maintenance & review
---------------	---------------	-------	------	--------	--------	----------------------