Novivus Design - Web Design and Building Progression Chart

	Novivus	Client	Payment
Initial enquiry received from client	N		
Client to complete website questionnaire (may be written or spoken)		C	
Questionnaire analysed with web team		N	
Site plan drawn up		N	
Quotations prepared		N	
Client accepts site plan and quotations. **1st Payment**.		C	P1
Buy domain name if not already done so		C	
Recommend hosting if not already in place		N	
Check any existing hosting is suitable		N	
Provide all FTP details, passwords, log on info from existing host		C	
Finalise exact fields for new data bases or fields in existing data bases		C	N
Supply photos to Novivus		C	
Supply text to Novivus		C	
Identify photos needed and source or arrange photography		N	
Prepare text		C	N
Prepare flat designs for Home Page: Photoshop RGB 1024x768px			N
Web team to check technical issues			N
Submit to client			N
Fine tune home page: style. Colors and exact running order/wording			N
Client to **sign off** * home page			C
Build home page to demonstrate and upload to NovivusDrafts			N
Client to **sign off** * working home page. **2nd Payment**.			C P2
Design each page as Photoshop visual			N
Client to **sign off** * design including text and photos of main section pages			C
Client to provide details for SEO - description, meta tags etc.			C
Client to advise if any existing SEO system are in place			C
Check compatibility with SEO organisation if relevant			N
Build site			N
Build back-end of site (if any)			N
Test back-end of site			N
Upload to NovivusDrafts for client approval			N
Client to check and advise small changes			C
Incorporate changes			N
Client to **sign off** * and approve for making live. **Final Payment**.			C P3
Upload to web			N
Integrate with data bases (if any)			N
Testing and checking			N
Provide CMS training if required			N
* Changes made after critical sign off stages charged extra			N