

[BG] = Background Task

Client Developer Payments

Projected Days to Complete	Tasks to Perform
	Contract Retainer - 20%
1 Day	Setup Client in Project Management System Assign Project Manager Provide Additional Forms Needed
	Submit Any Pictures, Graphics, or Logos Needed for the Design Process Submit Any Additionally Requested Forms
5-7 Days	Development of Website Design Mockups
	Select a Proposed Design Mockup for Improvement and Revision Submit Review Questionnaire with Comments for the Revision Process
	Progress Payment - 20%
2-3 Days	Improvement and Revision of Selected Design Mockup
	Review Revisions & Provide Comments Submit Review Questionnaire (<i>only if needed</i>)
1-2 Days	Mockup Improvement and Revisions
	Approve Revisions Begin Organizing and Planning Website Content
	Progress Payment - 20%
[BG] 5-7 Days	Conversion of Approved Mockup to Site Architecture
1 Day	Provide Affiliated and Suggested Services Sheet (<i>only if needed</i>) Provide Hosting Connection Information Request Form Provide Search Engine Optimization Information Request Form
	Setup Hosting , Domain Name, and Additional 3 rd Party Services Submit Hosting Connection Information Request Form Submit Search Engine Optimization Information Request Form Check Content for Spelling, Grammar, and Wording Provide Content Pages & Related Images
	Progress Payment - 20%
1-2 Days	Setup of Online Test Site Add SEO Metadata to Site Architecture Installation of Site Architecture on Test Site Provide Links to Test Site
	Review Test Site Submit Noted Errors & Changes
2 Days	Resolve Noted Errors & Changes Convert Content Pages to HTML Setup Initial Website Pages Set CSS Page Content Adjust Graphics for Inclusion in Site Place Content on Pages
	Review Test Site Submit Noted Errors & Changes
1 Day	User Testing Site with Multiple Browsers Resolve Remaining Errors & Changes
	Approve Test Site for Public Release

Progress Payment - 20% [Contract <i>Payment Completed</i>]	
1 Day	Upload Site to Client's Hosting Link Checking for Broken Links or Files Testing Site Structure Correcting Noted Errors or Problems
	Final Approval for Public Release
1 Day	Association of Domain to New Site Launch / Release Site to Public Submissions to Search Engines for Indexing Provide Project Overview Questionnaire Provide Confirmation of Completion of Works Form
	Submit Confirmation of Completion of Works Form Project Overview Questionnaire (<i>voluntary</i>)

**Projected days to completion are based upon regular operating business days*