

[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 Client with Web Store Design Questionnaire
	Submit Completed Design Questionnaire Submit Any Pictures or Logos Needed for the Design Process Select Backend Store Type
1-2 Days	Development of Mood Board (a sample board of color schemes, fonts, etc.)
	Submit Notes ,Questions, and Ideas on Mood Board
5-7 Days	Development of Storefront Design Mockups
	Select a Proposed Design Mockup for Improvement and Revision Submit Review Questionnaire with Comments for the Revision Process
	Progress Payment - 20%
1-2 Days	Improvement and Revision of Selected Design Mockup
	Review Revisions & Provide Comments Submit Review Questionnaire (<i>only if needed</i>)
1 Day	Mockup Improvement and Revisions
	Approve Revisions
	Progress Payment - 20%
[BG] 5-7 Days	Conversion of Approved Mockup to Theme
1 Day	Provide Affiliated and Suggested Services Sheet (<i>only if needed</i>) Provide Hosting Connection Information Request Form Provide Store Systems Information Request Form (<i>payment gateway account , shipping & handling methods</i>)
	Setup Hosting , Domain Name, and Payment Gateway Accounts Submit Hosting Connection Information Request Form Submit Store Systems Information Request Form
2-3 Days	Installation and Setup of Store System Link Payment Gateway Account to Store Setup Other General Configurations
	Progress Payment - 20%
	Check Content for Spelling, Grammar, and Wording Provide Content Pages & Related Images Provide Store Specific Policies & Information Standard Store Information Privacy Policy Shipping & Returns Policy Conditions of Use
1 Day	Place Content Pages, Policies, and Information Provide Store Administration Tutorials
1 Day	Place Converted Design Theme on Store Front User Testing Site & Theme with Multiple Browsers

	Progress Payment - 20% [Contract <i>Payment Completed</i>]
	Define Product Categories Define Product Options & Option Pricing Product Descriptions & Information Test New Site/Store Structure
1 Day	Correcting Noted Errors or Problems
	Final Approval for Public Release
1-2 Days	Launch / Release Site to Public Submissions to Search Engines for Indexing Provide Project Overview Questionnaire
	Project Overview Questionnaire (<i>voluntary</i>)

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