



PROJECT 'MAINTENANCE' BRIEF

1. Can you explain a short brief about what you are expecting to get done?
2. What platform are you currently using that you want us to maintain?
3. Please provide us with the login credentials of the following:
(Suggestion: You can create new user, give it admin privileges & share the credentials with our team)

Website Login Credentials:

Cpanel Login Credentials:

FTP Login Credentials:

4. Anything else that you feel we should know?
5. Do you already have a domain name, DNS pointed, hosting setup, everything in place?
6. Have you coded the website yourself or it has been done by someone else?
7. Are there any plugins that you have installed but are not using?
8. Any problems on the website that you have faced in the past 6 months?
9. Do you want to do any content fixes on the website?
10. Do you have any responsive fixes that you need to get done?



Note:

Please do not update any plugins from your end. Updating plugins may break other integrated features/plugins running on the website. We manage everything from our end by looking at the changelogs and then deciding whether the plugin is stable enough to be updated.

We will also be installing speed optimisation plugins which means we may have to compress images on the website. Just us know if you want us to do this or shall we leave it as it is.

Responsive fixes does not include making the whole website responsive if you haven't done it already during the development of the website.

Once you have completed filling the Project Brief you can e-mail the file to your Project Manager on the same thread.

In case of emergency support, send across an email to your project manager & cc: jd@codingss.com & amin@codingss.com