**Content delivery schedule for Team X**

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| --- | --- | --- | --- | --- | --- | --- |
| **Filename** | **Content item** | **Source** | **Responsible** | **Timescale** | **Date delivered** | **Comments** |
| All files | We suggest adding all elements that are persistent throughout all pages such as the logo, a banner, metadata under All Files. | Source – where is it coming from? You are writing it? The client is supplying? You are creating the image, taking the photograph? | Person | Delivery date | On time? | Any issues |
| Index.html | Now add entries for each page. Use one row per item, e.g. text, image, etc | Add, re-size rows/columns and style as required. |  |  |  |  |
|  | **Use a row per entry.** |  |  |  |  |  |
| Don't do this | Text  Image |  |  |  |  |  |
| Do this | Text | Original – sharp, snappy introduction. | Paul | Use a realistic deadline | Complete this column as the project develops. | And this one. |
| And this | Hero image | Original – Hero image for home page – agreed size 960x400px. | Jillian |  |  |  |
|  | This document will expand over a number of pages. |  |  |  |  |  |