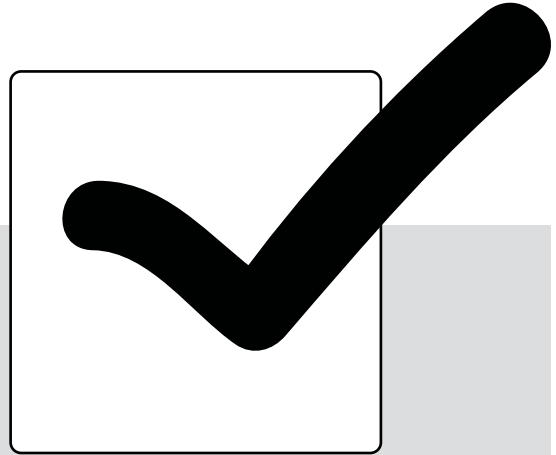


Project Management Checklists



Project Set-up Checklist

General Project Management (PM) Tasks

Project Set-Up in Replicon (Timesheet)	<input type="checkbox"/>
Project Set-Up in Redmine (Centretex's Project Management System)	<input type="checkbox"/>
Project Set-Up in Client's Project Management System (e.g., Basecamp) - If Applicable	<input type="checkbox"/>
Create Project Schedule & Confirm Delivery Expectations	<input type="checkbox"/>
Define Team & Roles	<input type="checkbox"/>
Host Project Kick-Off Meeting	<input type="checkbox"/>
Configure Project Folder in Svn	<input type="checkbox"/>
Create a new project folder in SharePoint	<input type="checkbox"/>
Upload Project Proposal to SharePoint and Link from Redmine	<input type="checkbox"/>
Upload Pricing Matrix to SharePoint and Link from Redmine	<input type="checkbox"/>

Information Gathering & Documentation

Document Point of Contact	<input type="checkbox"/>
Document Domain Information	<input type="checkbox"/>
Gather and Document Project Requirements	<input type="checkbox"/>
Establish Hosting (if required) & Document Hosting Information	<input type="checkbox"/>
Document Database Information	<input type="checkbox"/>
Determine the Platform :	<input type="checkbox"/>
Determine Development Environment	<input type="checkbox"/>
Determine Production Environment	<input type="checkbox"/>
Conduct Content Inventory	<input type="checkbox"/>

Comments/Known Issues:

Approval

_____ Project Manager _____ Date

Design Phase Checklist (1)

General Project Management (PM) Tasks

- | | |
|---|--------------------------|
| Confirm and Document Design Requirements | <input type="checkbox"/> |
| Create Design Phase Schedule & Confirm Delivery Expectations | <input type="checkbox"/> |
| Define Team & Roles | <input type="checkbox"/> |
| Host Design Phase Kick-Off Meeting | <input type="checkbox"/> |

Information/Asset Gathering & Documentation

- | | |
|------------------------------------|--------------------------|
| Gather Logo and Branding Standards | <input type="checkbox"/> |
| Define Audience & Demographics | <input type="checkbox"/> |

Site Architecture

Assessment, Documentation & Review

- | | |
|--------------------------------------|--------------------------|
| Original Site Architecture | <input type="checkbox"/> |
| New/Revised Site Architecture | <input type="checkbox"/> |
| Review Site Architecture with Client | <input type="checkbox"/> |

Comments/Known Issues:

Approval

_____ Project Manager	_____ Date
_____ Client	_____ Date

Design Phase Checklist (2)

Wireframes

Identify

- | | |
|---|--------------------------|
| General Page Sections/Areas (Consult Requirements Document) | <input type="checkbox"/> |
| Page Content Areas (Consult Requirements Document) | <input type="checkbox"/> |
| Unique Pages | <input type="checkbox"/> |

Create

- | | |
|------------------------|--------------------------|
| Landing Page Wireframe | <input type="checkbox"/> |
| General Page Wireframe | <input type="checkbox"/> |
| Unique Page Wireframe | <input type="checkbox"/> |

Review

- | | |
|---------------------------|--------------------------|
| Wireframes with Developer | <input type="checkbox"/> |
| Wireframes with Designer | <input type="checkbox"/> |
| Wireframes with Client | <input type="checkbox"/> |

Comments/Known Issues:

Approval

_____	Project Manager	_____	Date
_____	Client	_____	Date
_____	Developer	_____	Date
_____	Designer	_____	Date

Design Phase Checklist (3)

Design Compositions (Comps)

Create

Homepage Design Comp	<input type="checkbox"/>
Subpage Design Comp	<input type="checkbox"/>
Unique Page Element Designs	<input type="checkbox"/>

Review

Review Design Comps with Developer	<input type="checkbox"/>
Review Design Comps with Designer	<input type="checkbox"/>
Review Design Comps with Client	<input type="checkbox"/>

Comments/Known Issues:

Approval

_____	Project Manager	_____	Date
_____	Client	_____	Date
_____	Developer	_____	Date
_____	Designer	_____	Date

Development Phase Checklist

General Project Management Tasks

- | | |
|--|--------------------------|
| Refine, Confirm and Document Development Requirements | <input type="checkbox"/> |
| Create Development Phase Schedule & Confirm Delivery Expectations | <input type="checkbox"/> |
| Define Team & Roles | <input type="checkbox"/> |
| Host Development Kick-Off Meeting | <input type="checkbox"/> |

Installation & Configuration

- | | |
|---|--------------------------|
| Site Framework/Platform (e.g., Drupal, Joomla, Wordpress, etc.) | <input type="checkbox"/> |
| Modules/Widgets and Plugins Installation | <input type="checkbox"/> |
| Modules/Widgets and Plugins Configuration | <input type="checkbox"/> |
| Server Installation & Configuration (Development Environment) | <input type="checkbox"/> |
| Server Installation & Configuration (Preview/Test Environment) | <input type="checkbox"/> |
| Server Installation & Configuration (Production Environment) | <input type="checkbox"/> |
| Media Center (AVIDIA) | <input type="checkbox"/> |
| Template | <input type="checkbox"/> |

Coding

- | | |
|--|--------------------------|
| HTML and CSS Build Out | <input type="checkbox"/> |
| Customized Modules/Widgets & Configuration | <input type="checkbox"/> |

Testing Checklists (BOX ^{UK})		
Content & Style	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standards & Validation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Search Engine Visibility, SEO and Metrics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Functional Testing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Security/Risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finishing Touches	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments/Known Issues:

Approval

_____	Project Manager	_____	Date
_____	Client	_____	Date
_____	Developer	_____	Date
_____	Lead Tester	_____	Date

Quality Assurance Checklist

Design/Layout	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Performance (?)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Comments/Known issues:

Approval

_____	Project Manager	_____	Date
_____	QA Approver	_____	Date

Post-Launch Checklist

Common Services Provided

Minor Post-Launch Edits	<input type="checkbox"/>
Post-Launch Handover Packet (information on How to Request Post-Launch Support)	<input type="checkbox"/>
Submit to Search Engines	<input type="checkbox"/>
Check Formatting of Site Results in Google's Search Engine Results Pages (SERPs)	<input type="checkbox"/>
Write Press Release	<input type="checkbox"/>
Submit Press Release (www.prweb.com, www.i-newswire.com, etc.)	<input type="checkbox"/>
Launch Celebration / Happy Hour	<input type="checkbox"/>
Project Debriefing with Client / Evaluation	<input type="checkbox"/>
Post Launch "Thank You" Card & Gift	<input type="checkbox"/>

Additional Services

Social Marketing: Twitter, LinkedIn, Digg, Facebook, Stumbleupon, etc.	<input type="checkbox"/>
Set-up PPC/Google Adwords where necessary	<input type="checkbox"/>
Training	<input type="checkbox"/>
Develop Site Maintenance Contract (If Applicable)	

Comments/Known issues:

Approval

_____	Project Manager	_____	Date
_____	Client	_____	Date