**Project Planning Checklist**

* Meet client for a coffee and listen and understand what the client is asking of you
* Make a Index html file and save it to your folder
* Make a CSS style document and save it to your folder
* Create html documents for each page that you want your website to go to
* Start putting in text and code into your index file
* Start putting in images and backgrounds into your CSS style sheet
* Start putting in code into your other html documents for the other pages
* Make sure the page is responsive on other devices for example mobile
* Run the w3 validator for each of your html documents to find errors in your code so you can make it compliant with the different standards
* Run the CSS validator to make sure your style meets standards
* Look over client requirements to make sure you’ve covered everything that was required to be completed
* Ring the client and ask if they’re happy with the website