**PROJECT KICK – OFF**  
  
**PROJECT NAME -**  New Website

**Checklist before starting development:**

|  |  |  |
| --- | --- | --- |
| 1. | Project Added in CRM (if applicable) | Yes/No |
| 2. | Added in DSP | Yes/No |
| 3. | Invoice sent | Yes/No |
| 4. | First Invoice Payment received | Yes/No |
| 5. | Need to know Last date of support according to invoice | ……………………… |
| 6. | Welcome E-mail | Yes/No |
| 7. | Received all the project related emails/document/scope of work/etc | Yes/No |
| 8. | Module Creation | Yes/No |
| 9. | Task List | Yes/No |

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| --- | --- | --- | --- | --- | --- | --- |
| **Project Name** | **:** | New Website |  | **CRM ID** | **:** | 6170 |
| **Technology Team** | **:** | 1. ASP Classic 2. ASP.NET 3. Communication Skill 4. HTML5 5. JQuery 6. Quality Analyst 7. Windows phone |  | **Decided Estimated Time** | **:** | 0 Days |
| **Billing Team** | **:** | UK |  |  |  |  |
| **Start Date** | **:** | 05/09/2015 |  | **End Date** | **:** |  |
| **Development Model** | **:** | Developer/Designer only |  | **Team Lead** | **:** |  |
| **Communication Owner** | **:** |  |  | **Virtual PM (if applicable)** | **:** |  |
| **Number of Developers** | **:** | 1 |  | **Monthly / Weekly / Daily** | **:** |  |

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| --- | --- | --- |
| **Developer Details:** |  |  |
| **Virtual Developer Name :**  MayankMisra   mayank.misra@dotsquares.com () |  | **Actual Developer Name :** |

**Notes :**   
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**Project Related URL and Document Location :**  
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**Server Details, FTP, cPanel and Database Details:**  
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