Ceedee Project Documentation

Client Content Requirements Guide

Prepared by: Development Team
Date: November 2025
Version: 2.1

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1. Company Information (Updated)

Basic Details (Updated)

Contact Information

- Physical Address with postal code
- Phone Numbers (primary, secondary, toll-free)
- Email Addresses (general, support, sales)
- Website URL
- Social Media Links (Facebook, LinkedIn, Twitter, Instagram, YouTube)

About Us Content (Updated)

Leadership Team

Quantity Required: 4-8 key executives

For each team member provide:

- Name and Position
- Bio: 80-150 words
- High-resolution headshot photo (minimum 800x800px, preferred 1200x1200px, PNG or JPG)
- LinkedIn Profile (optional)

Logo and Branding Assets (Updated)

Company Photos

- **Office/Facility Exterior:** 2-3 images at minimum 1920x1080px
- **Office Interior/Workspace:** 3-5 images at minimum 1920x1080px
- **Team Photos:** 2-3 group photos at minimum 1920x1080px

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2. Services & Products (Updated)

Recommended Total: 4-12 services/products to showcase

Content Requirements for Each Service/Product (Updated)

Media Assets per Service/Product (Updated)

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3. News & Events

News Articles (Updated)

Upcoming Events

Recommended Quantity: 3-6 events

For each event provide:

- **Event Title:** 5-10 words
- **Event Description:** 150-300 words
- **Date & Time:** Start and end date/time
- **Location:** Venue name, address, or "Virtual Event"
- **Event Type:** Conference, webinar, trade show, etc.

- **Registration Link/Instructions**
- **Event Image/Banner:** 1 image at minimum 1920x1080px

Past Events (Updated)

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4. Careers

Career Page Overview Content (Updated)

Job Listings

Specify current number of open positions.

For each position provide:

- Job Title
- Department/Team
- Location (city, country, or "Remote")
- Employment Type (full-time, part-time, contract, internship)
- **Job Summary:** 50-100 words
- **Responsibilities:** 5-10 bullet points (15-30 words each)
- **Requirements/Qualifications:** 5-10 bullet points
- **Preferred Qualifications:** 3-5 bullet points (optional)
- **Salary Range:** Salary band or "Competitive" (optional)
- Application Instructions

Career Section Images (Updated)

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5. CSR (Corporate Social Responsibility) (Updated)

CSR Overview (Updated)

CSR Projects/Initiatives (Updated)

CSR Media Assets per Project (Updated)

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6. Legal & Compliance (Updated)

Required Legal Documents (Updated)

Important: All legal documents should be reviewed and approved by legal counsel.

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7. Media & Assets (Updated)

Hero Section & Landing Page (Updated)

Key Statistics/Achievements

Quantity Required: 4-6 metrics for landing page

For each metric provide:

- Metric Title (2-4 words)
- Number/Value (actual statistic)
- Brief Description (5-10 words)
- Example: "500+ Projects Completed", "20 Years of Excellence"

General Website Images (Updated)

Favicon & App Icons (Updated)

Quick Reference Checklist

Use this checklist to track your content preparation progress:

Company Essentials (Updated):

- [ ] Company basic information and contact details
- [ ] Company logo (all variations) and brand assets
- [ ] About us content (mission, vision, history)
- [ ] Leadership team bios and photos (4-8 members)

Services & Marketing (Updated):

- [ ] All services/products descriptions and images
- [ ] Hero section content and images (3-5 hero images)
- [ ] Key statistics/achievements (4-6 metrics)

News & Events (Updated):

- [ ] News articles (minimum 6-12)
- [ ] Events information and images (3-6 upcoming, 6-12 past)

Careers & Culture (Updated):

- [ ] Career openings and company culture content
- [ ] Office culture photos (6-10 images)

Social Responsibility (Updated):

- [ ] CSR initiatives descriptions and photos (4-8 projects)

Trust & Credibility (Updated):

- [ ] Client testimonials (6-12) and ratings
- [ ] Partner logos (12-24)

Legal & Compliance (Updated):

- [ ] Privacy Policy
- [ ] Terms of Service
- [ ] Cookie Policy
- [ ] Other legal documents (if applicable)

Technical Assets (Updated):

- [ ] Contact information for all locations
- [ ] SEO metadata for all pages
- [ ] All high-resolution images organized and labeled
- [ ] Favicon and app icons

Content Submission

How to Submit:

1. Review the checklist and gather all required information and assets
2. Organize content according to the file structure provided in this document
3. Submit content to the development team via:

    - Cloud storage link (Google Drive, Dropbox, OneDrive)
    - FTP/SFTP (credentials will be provided separately)
    - Project management platform (if applicable)

Submission Checklist:

- [ ] All files properly named
- [ ] Content organized in folder structure
- [ ] Images optimized for web
- [ ] Text content in editable formats
- [ ] Contact information sheet included
- [ ] Brand guidelines included (if available)

Contact Information

For any questions or clarifications regarding content requirements, please contact:

Project Manager: [Name & Email]
Content Coordinator: [Name & Email]
Technical Lead: [Name & Email]

File Sharing: [Provide link or instructions]

Content Summary

Estimated Total Content Required:

- Words: Approximately 8,700 - 26,150 words
- Images: Approximately 127 - 417 images
- Preparation Time: 6-8 weeks (phased approach recommended)

Key Categories:

- Company Info: 400-750 words, 8-15 images
- Leadership: 320-1200 words, 4-8 photos
- Services/Products: 1200-6000 words, 16-84 images
- News: 1800-9600 words, 6-36 images
- Events: 450-1800 words, 27-99 images
- Careers: 500-1000 words, 13-21 images
- CSR: 1000-3400 words, 32-112 images
- Testimonials: 480-1800 words, 6-12 logos
- Partners: 12-24 logos
- Legal: 2500-6500 words
- Hero/Landing: 50-100 words, 3-5 images

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Thank you for your collaboration! We look forward to working with you to create an exceptional website.