1. In a Word document:(Your process document must include following subheadings)

**Cover Page**

* 1. **Table of Contents**
  2. **List of figures (if any)**
  3. **Business overview**

Start a process document and include a paragraph of no less than 300 words explaining your idea/choice.

* 1. **Assets**

include all your sourced material you intend to use on the website.

* 1. **Website Pages and Content**

List a minimum of 5 web pages you intend to create and link for your website. There MUST be a Homepage, an About page and a Contact page.

1. The other two are open to your idea and may differ from student to student. Here is an -example of a 5-page website:
   1. Homepage.
   2. About Us.
   3. Products and Services.
   4. News.
   5. Contact Us.
2. Underneath each page heading, list the content to go on that page in the order that you want it to appear from top to bottom. Here is an example of a Homepage:

Homepage:

* + 1. Logo.
    2. Strapline / Slogan.
    3. Links to other pages.
    4. Full-width photo (description of which photo).
    5. Summary of main activities of the organization.
    6. Basic contact info.
    7. Copyright / Year.

1. The idea here is to have a page and content structure in your process document that will inform your HTML coding in the next step.
   1. **List of references (using IIE Referencing Guidelines)**

**NOTE: For the time being, keep your Contact page to just contact info and not a form as you will be adding forms to your website in a later Part of the POE.**