**Preparation Phase**

1. **Setting up a Project Plan**

* **Carry out Research**
* **Get Books from the library.**
* **Conduct Interview.**
* **hold meetings.**
* **Determine the workload.**
* **Putting our Research together.**

1. **Drafting the website**

* **Installing software like photoshop needed to design the website.**
* **Installing Text Editor needed to design the website like Netbeans, Sublime Text.**
* **Creating a structure for the website.**
* **Organize our content for the website.**
* **Hold meetings for brainstorming to decide on the draft**
* **Holding a meeting with the client to agree on the draft of the website.**

**Execution Phase**

1. **Creating a website**

* **Coding the website with PHP, (X)HTML and CSS.**
* **Testing the Website.**
* **Hosting the website.**

1. **Client Meeting**

* **Meeting up with the client to discuss our progress and get details of the content of the website**
* **Feedback from the client**

1. **Updating the Project plan**

* **Checking if we are following the project plan**
* **Amending the project plan**

**Aftercare Phase**

1. **Maintenance**

* **Update the content of the website when necessary**
* **Delete irrelevant information on the content of the website.**

1. **Managing**

* **Organizing the daily and weekly affairs of the website**