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1. Purpose

Standard Operating Procedure (SOP) will do is ensure that you have structure quality system and process in a place, qualified employee, and motivating company culture. This document describe about process for management project website within the standard operating procedure, include skill, flow of work processing and training core and improving yourself to be web developer.

2. Scope

This Standard Operating Procedure (SOP) can be applied to all web developer and Starter to develop their skill and following the structure to be expert.

3. Knowledgement

To be a web developer you have to study from university , short course or other ways. However there are many tutorials in online to study base on web development skill.

Even though there are no formal educational requirements, dealing with web developing projects requires those who wish to be referred to as web developers to have advanced knowledge/skills in:

- HTML/XHTML, CSS, JavaScript and jQuery.
- Server/client side architecture like all or some of the above mentioned.
- Programming/Coding/Scripting in one of the many server-side languages or frameworks (e.g., Perl, Python, Ruby, PHP, Go, CFML - ColdFusion, Java, ASP, ASP.NET, Node.js)
- Ability to utilize a database
- Creating single-page application with use of front-end tools such as EmberJS, ReactJS or AngularJS
- Content management system (CMS) (e.g; Wordpress, Drupal, Joomla!, ExpressionEngine, Textpattern, Radiant CMS, Cushy CMS .etc.). We recommend to use Wordpress instead.
- Design Skill (Adobe Photoshop, Adobe Photoshop CC, Adobe lllustractor(AI) , Adobe lllustractor CC(AI))

4. Definition

- **Web Developer (n):** A person who build a website and develop website.
- **Web Designer (n):** A person who design layout template website with creative idea.

- **Tester(n):** A Person who test, debug to find out the errors in website.
- **Project Manager(n):** A person who control and manage on project website.
- **Client(n):** A person or organization who using our service products from our company.

5. Flow Processing (17days)

After getting contract from project Manager we have to setting up deadline project 17 days to process project.

5.1 Get Information

This case we have to contact to our client to get information. Send email or contact by other way to make appointment with client.

This is our sample email for make appointment with client:

Dear Mr./Ms. Client name

Warming greetings from eOcambo Teachnology Siem Reap, Cambodia.

Thank you very much for using our products. According to your contract with eOcambo Teachnology.
I Would like to make appointment with you for discussion about website information on (Date/ Time)

Would I possible to meet with you on that day?

I'm looking forward to hearing from you.

Thank you.

5.2 Design template layout

After we colleged all information from our client, it's time for design Template layout. However template layout must be relate to information , base color of properties, logo and style that client confirm. Template layout must be design two or more than for client review. Template must be unique and not clone other website.
This is our sample email for make appointment with client:

Dear Mr./Ms. Client name

Warming greeting from eOcambo Technology Siem Reap, Cambodia.

Thank you very much for using our products. After got a full information from you , we have done designed a demo Templates website.

This template website have been following your Logo , Base colors, Hotel designed and more creative idea.

Please help to select your best choice and feed back to us.

I'm looking forward to hearing from you.

Thank you,

5.3 Client Approve ?

Keep in touch with client about style and layout of template website. If any change please follow up and feedback to them as soon as possible. If they approve it's time for processing to code step.

5.4 Coding

To improving speed of coding we had recommend to use CMS Wordpress to building website. This is the most popular CMS in the world that challenge with other CMS. This CMS easy to control and make client easy to update.

5.4.1 Setup Wordpress

Setup Wordpress to your local server with latest version of Wordpress, Connect it to your Database. Install theme(Underscore.me) to Wordpress.

5.4.2 Setup Backend

Setup backend for upload data to website. Backend should be easy for client update their Data to their website.

5.4.3 Start Coding

Our company base on Hospitality service so this is our default pages for coding. We will coding follow this, but we will add more change some page following requirement of client.

- Home page
- Page Contact Us

- Page About Us
- Accommodation (Single Page)
- Service & Facility (Single page)
- Blog post (Single Page)
- Gallery
- Other Page

5.4.4 Responsive

Responsive website is a web design that makes web pages render well on a variety of devices and window or screen sizes.

5.4.5 Install Plugin
Coding complete all page of website isn't enough, we have to install more plugin to add more feature. Plugin that we use to install to our project have to approve by our company. Beware to use unknown plugin.

5.4.6 Review

After everything done it's time to review our project by ourselves, Check following Form Website Feature Tracking Before Live.

5.4.7 Tester Review

To be ensure that everything are ok not have error or lose some point a Tester have to test again to project until everything is done. Tester can be your teammate or your Project Manager.

5.4.8 Live Demo

After we had done test and debug errors it's time to live as demo, be insure that everything have been done before live it for client review. Send email to inform client about website that we have lived as demo. This case please keep in touch with client until they confirm to live to their domain & hosting.

This is our sample email for inform website live as demo with client:

Dear Mr./Ms.Client Name
Warming greeting from eocambo technology Siem Reap, Cambodia.

Thank you very much for using our products.

By this email we would like to inform you that we have finished your Website. And we have lived as Demo Website.

Please kindly to check via link below:
Demo Website: https://www.example.com/demo

We need you assist us to review and feedback.
we are looking forward to hearing from you soon.

Thank you,
Best Regards

5.5 Live Website

After Client confirm that his website have been done, so this time we have to live to domain and hosting of project. Send email to request training to Client.

This is our sample email for request training with client:

Dear Mr./Ms. Client Name
Warming greeting from eOcambo Technology Siem Reap, Cambodia.

Thanks you very much for using our products.

After we're working so hard together on this website.
we would like to make appointment with you about training website on (day/time/)
Would I possible to meet with you on that day?

I'm looking forward to hearing from you.
Thank you,
Best Regards,

5.6 Training Website

Before training website to client we have to set up document training. Request training form from leader team or project manager.
Training Client :
- Understand about image size
- SEO tool

- How to update data in backend
- How to post and delete their post

5.7 Close Project

After we train Client to update website it's mean that your project have done. Send email to client to inform about that and don't forget to CC our finance to clear payment.

This is our sample email for inform to closing project with client:

Dear Mr./Ms. Client Name
Warming greeting from eOcambo Technology Siem Reap, Cambodia.

Thank you very much for using our products.
As Today, We would like to inform you that our project website have been completed and provided training as well.

We're hopefully you will be happy with your website.

Please feel free to contact us any time for future assistant.

Note: Our finance team will contact to you relate the last payment directly.

Dear Finance Team
Please kindly follow up.

Thank you,
Best Regard,

6. Flow Chart