

Task	Deadline	Responsible Party
------	----------	-------------------

Project Start

Collect deposit
 Collect needed materials
 Set-up hosting account (affiliate?)
 Set-up demo URL

Website Creation Process

Install WordPress (*or other CMS*)
 Install plugins from list
 Install any extra plugins from agreement
 Set-up pages
 Set-up contact page
 Install and tweak template

Feedback & Final Testing

Request initial client feedback
 Final testing (test all forms, features, links, etc.)
 Request final client feedback
 Complete final feedback changes

Wrapping It Up

Send final payment notice
 Collect payment
 Transfer website to client's hosting

Notes

Completed