Designing/creating a new portal

1. Get brand standards from client, and/or visit client website.
2. Open a recent existing mockup PSD from CLP Warehouse folder and save a new version to work with in a new CLP Warehouse folder with client name.
3. Create a banner PSD using client logo, etc (798w x 100h px)
4. Create a welcome image PSD using image from client website or GK stock photo (390w x 100h px)
5. Copy banner and welcome image in to mockup PSD and adjust background, menu, etc. to reflect client branding.
6. Save mockup PSD, and save a copy as Jpeg.
7. Save banner and welcome image PSDs. Also save copies for web (gif or jpeg)
8. Send mockup Jpeg to Fred/Charles for approval (if applicable). Make changes if necessary.
9. Send web-ready banner and welcome image (and others, if applicable) to Fred to put in Site Manager Resource Gallery.
10. Use CMS to edit Config files to reflect mockup branding: Site Configuration, Site CSS, Logon Configuration, Logon CSS, LeftMenuCSS, PersonalizedMenuSettings
11. Add welcome image to Home Details page.
12. Edit any necessary content according to the Portal Requirements document (from Fred)
13. Update redirectors to point to current portal instead of Master (typically only COEs under Information Technology and SPeL)
14. Test all pages and links.
15. Let Fred know when complete.