**Development SOPs:**

# **PRE-PRODUCTION (PLANNING & DESIGN)**

## **CLIENT INPUT/WEB QUESTIONNAIRE**

## **KICKOFF MEETING (1st day)**

### SCOPE

* + Detailed discussion of overall Project Modules/Phases.
  + After determining the features, proper scope to be documented.
  + Framework/CMS to be selected before starting development.
  + Site structure/architecture to be finalized.

### TIME:

* + Project Deadline to be determined.
  + Project Priority and Weightage to be discussed.
  + Project Timeline to be documented.

### RESOURCES

* + Resources to be allocated, based on the scope documented by the Lead.

## **INITIAL REQUIREMENTS**

### PLUGINS

### HOSTING/DOMAIN (Admin/CPanel Credentials)

### FINALIZED CONTENT (References, Theme, Design, Images, Fonts, etc.)

# **PRODUCTION**

## **FRONTEND:**

* Development to be done on local [\\server](file:///\\server)
* Follow a fixed structure for frontend design - [\\SERVER\Developers\SOP\folder\_structure](file:///\\SERVER\Developers\SOP\folder_structure)
* Don’t use external link to add CSS and JS file. It should be downloaded in our local folder as defined:
  + Assets
    - js
      * jquery.min.js
      * bootstrap.min.js
      * custom.js
    - css
      * bootstrap.min.css
      * fontawesome.min.css
      * style.css
    - img
      * favicon.ico
      * logo.png – all other images.
    - fonts
* There should be no static URLs, Images or content anywhere in the site.
* Validations must be implemented for numeric fields, email type, etc. [JQuery Validations].
* If the site/landing page is in design + development so always put “Powered by [COMPANY’S BRAND NAME]” in footer with no follow and target=”\_blank” link.

## **CMS:**

* Customizations to be on child theme.
* WP update will not be locked, if not required.
* Plugins update will be locked.
* Follow a fixed structure for WordPress development - [\\SERVER\Developers\SOP\custom\_theme](file:///\\SERVER\Developers\SOP\custom_theme)
* Reuse previously built modules/libraries <http://server/lib/>
* Use user-friendly and search engine friendly URLs. For WordPress, use following custom permalink: **/%postname%/**
* Auto backup plugin install:
  + Backup buddy - [\\SERVER\Developers\Resources\plugins\premium-licensed](file:///\\SERVER\Developers\Resources\plugins\premium-licensed)
* Security plugin install:
  + Ithemes Security - [\\SERVER\Developers\Resources\plugins\security](file:///\\SERVER\Developers\Resources\plugins\security)

## **BACKEND:**

* ERD to be designed initially.
* There should not be any CSS or JS inclusion in inner templates or pages.
* Use Github, preferably when multiple developers are assigned on a single project.
* Reuse previously built modules.

## **UNIT Testing:**

* Testing to be done by developer after each module.
* Demo after every module.

# **POST DEVELOPMENT**

## **Remove or Flush Data and Plugins:**

* + - Remove Backupbuddy.
    - Flush contacts and Comments.
    - Remove Testing email address and add client’s given email address.

## **QA Session:**

* Follow checklist.

## **Support:**

* Uptime Robot.