

Website and Luminaire Selector Planning

* **Pre-Planning**
  + Choose 5 of your best clients. Show them the Luminaire Selector (using the new software version via Mlazgar). Get their feedback on how it would be helpful to them. Talk to them based on what is available within the software now.
  + Make your list of key categories for the Luminaire Selector based on the information you gathered from your clients
  + Decide if you will have a specialized category section and what those categories will be
  + The program includes the following pages
* Home page
* Line Card Page
* What’s New page
* Digital Controls Page
* Category Page
* Contact Page
* Optional page

Begin thinking on what those pages will look like based on HLA and Mlazgar. Reminder (Mlazgar added additional functions that are extra)

* **Once you have decided to move forward**
* You will want to sign the agreement and submit the deposit along with the category list that you decided on
* Once received I will send you several things
* A spreadsheet with all of your manufacturer’s and the listed categories. You will want to go through and check which categories the data will need to be pulled from each manufacturer.
* This is also where you will note which manufacturer’s will go under the Specialized Category heading
* We will schedule a call or a meeting to discuss the subsequent pages.
* After that meeting I will send you a calendar of when assets for subsequent pages are needed.

* During the web development stage
* We give an 8-10 week window for development
* The quicker we receive assets, get responses, make decisions, the quicker we can move through the web development process.
* Lead time also depends on how many web/Luminaire Selector sites we are doing. Interest is picking up, so I recommend not waiting too long
* The first thing we will do is design a blueprinted site for you to approve. This for style, function, placement. From there we will add the design.
* During this time we will be collecting the data
* Once the sight is launched
* The goal is to have everything exactly as you want it by launch date
* While we try to get all of the fixtures in the right category, we will work with you two weeks after the launch date to make any corrections that are seen
* After that time, any changes to the Luminaire Selector or website will incur a charge, billed monthly
* It is up to your company to determine how much you want to do in terms of maintenance. There is a fully functional CMS program within the website, for you to make the changes you need. For the Luminaire Selector, we are happy to maintain that for you or we can train you and your staff how to add, delete, collect needed data etc.