


Website Design

TIMELINE & PROCESS | BRAILLA MAY DESIGN

CONTENT CREATION		ALIGN & DESIGN	
3-4 WEEKS PRIOR	1 WEEK PRIOR	WEEK 1: 1ST HALF	WEEK 1: 2ND HALF
<p>50% deposit invoice paid + project contract signed</p> <p>Project scheduled, added to calendar + questionnaire sent</p> <p>Fill out project questionnaire, & Workbook, gather and finalise content/imagery</p>	<p>Ensure Domain + Hosting are purchased & login details sent</p> <p>Questionnaire, proofed, finalised content + images & workbook due Monday morning</p> <p>Check content, connect domain, Design Alchemy Call</p>	<p>Start outlining and drafting site design, test functionality, which includes: adding your business information, adding content, formatting text, adding your branding, optimising your images, styling with colours and fonts</p>	<p>Continue to design site, implement extra custom code, work on any third-party integrations or upload ecommerce products, and style layout.</p>
ALIGN & DESIGN		BUILD & TEST	
WEEK 2: 1ST HALF	WEEK 2: 2ND HALF	WEEK 3: 1ST HALF	WEEK 3: 2ND HALF
<p>First draft of website sent for review</p> <p>Feedback Round 1 provided within 24 hours</p> <p>Feedback applied to website and resent for review</p>	<p>Feedback Round 2 provided within 24 hours</p> <p>Feedback applied to website and resent for review</p> <p>Sign-off of final design or purchase additional refinement rounds</p>	<p>Any final refinements made</p> <p>Run through final testing + site checks for links, styling, functionality and SEO</p> <p>Launch date is planned (or Coming Soon page implemented)</p>	<p>Website goes live, client access enabled & client website training lesson completed</p> <p>Final SEO is implemented</p> <p>Excited because your site is now live!</p>

 YOU - THE CLIENT  ME - THE DESIGNER

Timezones and Weekends/Holidays

No issues here! BMD will never expect you to work or answer emails on a weekend or holiday, and even if I reply to you on a working day in my timezone, you can answer the next business day in your timezone.

Refinement Rounds

There are 2 rounds of feedback included in this project timeline. To stay on schedule, feedback needs to be made within a maximum of 24 hours to ensure you get the full amount of feedback time if it's needed.

Rushed, Delayed or Past Deadline Changes

Any part of the project that needs to be rushed, delayed or falls outside of the allotted project timeline will be made at my hourly rate or quoted for separately.