

Web Design Checklist: Services provided by Janet Powell / planetandpeople@gmail.com

Content gathering is a PROCESS. It takes TIME and ORGANIZATION. Do not underestimate this step!

Getting Started

Determining the purpose of your site:

Who will come to my site? What will they be looking for?

What do I want my site to accomplish?

How is my web site part of my marketing strategy?

Gathering content for your site:

Determining the purpose of your site helps you determine what content you should put on your site. Now you will need to gather that content.

Here are some questions you should ask:

Is the information I need already written or will I need to create it?

Will information I have need to be edited for presentation on the Internet? (Short and to the point is best for the web)

Do you have logos or photos you want to use in your site?

(Remember: All copyrighted material must have permission of use)

The Development Process

Setting price and schedule

1. Initial Meeting. I will meet to discuss your plans for your site. During this meeting we will discuss ways to help you achieve your site goals. We will also discuss how your site will look and function. (free of charge.)

2. Cost Estimate. Once we have determined the kind of site you need, I will provide you with a cost estimate, a project timeline, and a site outline. (free of charge.)

My services include:

- Custom site design
 - Creation of the site using content you provide
 - Uploading the site to your chosen web host provider
3. Development begins. Once we have determined the requirements for your site, the assembly begins.

I strive to develop sites that are accessible, search-engine friendly, and easy-to-maintain.

Details

- You provide the content.
 - Text should be copy ready
 - Images and text in digital format
 - *Material requiring typing, editing or digitizing can be done at my regular hourly rate.
 - Milestones will provide opportunity for your review and satisfaction assurance.
- After you have reviewed and signed off on your site, I will deploy it to the web hosting service of your choice.

After Your Site Is Online

- Planning for site updates. It is important to keep the information on your site current and accurate. Plan to update your site regularly to keep people coming back.
- Marketing your site. It is important to let others know your site is out there. Your site MUST be a part of your overall marketing strategy.

Additional Services

- Domain Name Registration
- Ongoing Maintenance Services
- Hit Rate Monitoring
- Search Engine Registration