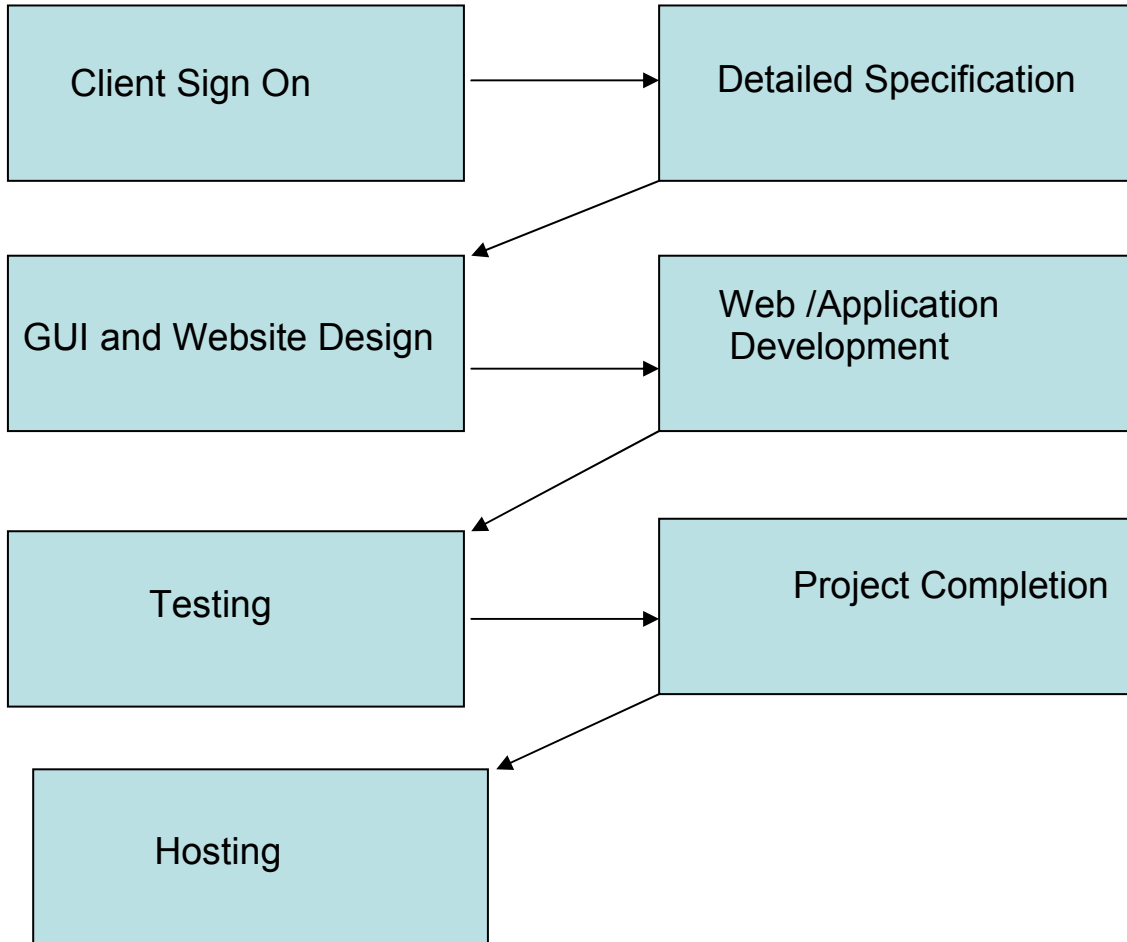


Webcontentor

How we work

Process flow



Steps involved

1. Client Sign On
2. Detailed Specification
3. GUI and Website Design
4. Web /Application Development
5. Testing
6. Project Completion
7. Hosting

CLIENT SIGN ON

Website Proposal Request

We request you to evaluate what you wish to accomplish with your Website and whether your current website is doing the job for you. If you feel that improvements are required in your website, please contact us at change@webcontentor.com to discuss. We will also provide you information regarding new functionalities and technologies that are being used or being contemplated for use by other organizations in your areas of business or work. Once you are ready for change or enhancements, we work with you to gather and document basic details of what you wish to accomplish with your new website. We establish if you will need any special functionality or interactivity with your visitors and understand the type of layouts or design styles which appeal to you. Once we have come to an agreement on project details, timeline and price, we will prepare a website development contract for you to review, sign and send back with your deposit.

Sign on and Initial Deposit

Once we have received your deposit and signed contract, we will provide you with a signed copy, a receipt for your deposit and your project start date. All projects are scheduled on a first come, first served basis.

Domain name Registration / Hosting

If needed, we will immediately secure your desired domain name (pending availability) and include the first year of service. The domain is registered in your name with your information. Webcontentor provides high-value, full-service, hosted website solutions on an ASP (Application Service Provider) and our quote includes a hosting and maintenance plan, tailored to meet your requirements.

DETAILED SPECIFICATIONS

Business and Systems Analysis

Our business and system analyst teams understand your detailed requirements and priorities while adding value from our consulting experience. We work with you through the process; from understanding your application requirements as well as message and information dissemination requirements to organizing content and building application; from creating a customized navigational structure and effective user interface design to establishing delivery and service infrastructure.

Statement of Work

The cornerstone of the Development Process is the Statement of Work (SOW) document that we author based on your requirements. The level of detail in the SOW document varies based on the size and scope of a project. For larger projects, the SOW document lists not only what we will deliver, but also blueprints roles and responsibilities of the organizations, functions and people involved. The blueprint is developed collaboratively and serves as a reference for project completion. The blueprint includes your application requirements, design preferences, process flows, sitemap and navigation, milestones, component checklists, relationship maps, Infrastructure and Delivery plans.

Sitemap

The sitemap is a chart outlining all the pages of your Web site. It lists each page and shows how they will link to one another.

Design Preferences

Design preferences help us determine a theme/ look for your site. We review your current website as well as your competitor sites to determine your design choices.

Process Flows

Many sites require integration with third-party components. This may include anything from credit card processors to SCM to CRM systems. We use the process flow document to outline how our code will interact with these components.

Milestones

Milestones allow us to group project functionality in to logical stages for smooth rollout down the road. This allows us to test each stage independent of ongoing work. With larger scale projects we can even launch full feature milestones to a production server.

Component Checklist

As functionality is established during the planning and development stage, the component checklist serves as a reference to the basic functionality that is required for each part of the project. When the project goes through the Quality Assurance phase, this document is used to determine that the required functionality is available.

Database Structure

Our Technical Architect will design and deploy the project's database structure during the planning phases based on the functionality established in or discussions with the client and documented in the Statement of Work.

Infrastructure and Maintenance

We establish IT infrastructure requirements for the project before development begins. We work to ensure that the application performs in the production environment as well as it will in the development environment.

GUI AND WEBSITE DESIGN

Menus and Navigation

Once the Statement of Work Document is mutually agreed upon, we commence work to implement your GUI and Web Design choices. You are required to provide us with content in electronic format for each of the Menus and Navigation links that you would like to have (such as Home, Company, Products, Services..). In addition, you may also provide us with your company logo, photos, presentations and banners as required. We use professional stock photography images from our current library wherever possible but if a client requires specific images, these need to be provided.

Website Concepts

We provide Website Concept/s that you are able to view online and request your approval. We make changes based on your advice and after you have approved a design, we create layout/s for the interior pages and convert the design to HTML. During this process, you will have the opportunity to review progress. We establish a private space for your new website on our testing server so that you may view the website development progress at any time. During this process, we may also create Wireframes so that you can get an actual feel of your Web-Presence.

Wireframes

Wireframes are similar to a sitemap, but actually allow you to click through and interact with the pages. This provides a better understanding for the flow and functionality of the final product before actual development begins.

WEB / APPLICATION DEVELOPMENT

Website Pages

Based upon your contract and the final design you selected, we create as many static or dynamic pages as needed to complete your site. Navigation links or drop down menus and rollover effects, as desired, are completed. CSS Style sheets are used to define font faces, styles, sizes and colors for consistency throughout the site. If specified, Favicons are created that display in the address bar and on the favorites menu when someone bookmarks or adds your website to their "Favorites". Response and Email Contact Forms and created and integrated.

Web/ Application Programming – Application Integration

All website development and programming to run any special features on your website is completed and tested. Our programming and Web/ Application development teams develop the new applications required by you or integrate some of our existing ones into the GUI /Web Design format that was chosen by you during the Detailed Specification phase. Finally, we integrate all the applications that are part of the Component Checklist. Once the project is completed, you will have a quality product as well as the documentation that went into creating it.

TESTING

The site is not made live without testing it on the below parameters, among others.

Testing for Search Engines

We evaluate Meta Tags, Page Titles, Page Headings, Alt Image Tags, Link Text, and Page Body Text and make improvements wherever required in the website. However, it is not possible to guarantee placement in search engine results.

Testing Browser Compatibility

We test your website on a variety of operating systems and browsers to ensure proper display and functionality.

Grammar & Spell Check

A grammar and spell check is performed before launching your website to rectify any errors or mistakes.

Dead Link Check

The site is checked before launch and even when it is production to ensure that there are no misdirected links and missing files.

Forms / Programming

Functionality is verified as per the Detailed Requirement Specifications.

6 PROJECT COMPLETIONS

A final check is made before going live with the site.

Final Payment

Final payment is due before we take the website live on your domain.

Website Launch

Your domain is mapped to our hosting servers.

Error Testing

We check all programming to verify proper function.

Error Testing

After launch and testing of the website, we can provide you with content pages on a CD.

Instructions & Documentation

When necessary, any documentation needed to use the administration functions of your website is included in PDF format.

Search Engine Submission

Hand submission and automated search engine submission occurs after launching, testing and fixing any issues there may have been.

Minor Adjustments / Changes

Minor adjustments to the website are included at no charge for up to two weeks after the website has launched (maximum of up to 3 hours labor). Minor changes include adding changing text, adding or changing photos, etc. Any major revision requests will require additional discussion and possibly incur a fee.

7 HOSTING

- **Hosting Features:**
- Online File Manager
- Email accounts @yourdomain
- Web Based Email Interface or POP3 Access
- Online Web Stats (invisible hit counter)
- Website Backup Utility
- FTP Access
- Auto responders
- Flash Effects & Animation
- Website Editing (CMS)
- Site Search
- RSS Feed Aggregator - See Example News Feeds
- News/Article Posting
- Photo Gallery
- Guestbook
- Community Forum
- Events Calendar
- And more

