

## Work Flow Plan for Static Site

### Initial Meeting

- Site specification development (Go over "Estimate Request Form")
- Draw out general site map

### Preparation (Meeting)

- Present estimation and signing of contract
- Setup paper and digital filing system
- Break site up into categories for the "Page Design" process  
**Collect 1/3 payment**

### Page Design (Meeting)

- Show templates or draw out basic layout (Pick one *rough* layout)
- Gather information to produce one page (per *rough* layout)
- Create page prototype in graphics program
- Produce logo, header graphic, buttons, other graphics  
**Adjust estimation for changes if necessary**
- Build first page draft, including header, footer, and navigation menus – **(Meeting)**
- Second draft – **(Meeting)**
- Third draft – **(Final Meeting)**

**\*\*Repeat Page Design process for every category\*\***  
**Collect 1/3 payment per adjusted payment**

### Home Page – (Meeting)

- Show templates or draw out basic layout (Pick one *rough* layout)
- Gather information to produce one page (per *rough* layout)
- Create page prototype in graphics program  
**Adjust estimation for changes if necessary**
- Build first page draft, including header, footer, and navigation menus – **(Meeting)**
- Second draft – **(Meeting)**
- Third draft – **(Final Meeting)**

### Page Template – (Done offsite)

- Write basic style sheets and link
- Add meta tags
- Add comments
- Create template, or make includes out of header, footer, and navigation menus
  
- Test, troubleshoot, correct, and polish**
- Set up hosting and transfer domain names**
- Set up email**
- Launch Site**
- Teach client to view site statistics**  
**Collect 1/3 payment per adjusted payment**