

## Work Flow Plan for Static Site

### **Preparation**

- Site specification development
- Preparation and signing of contract
- Set up paper and digital filing system

### **Page Design**

- Create page prototypes in graphics program
- Produce logo, header graphic, buttons, other graphics
- Build first page draft, including header, footer, and navbars - get feedback
- Second draft – get feedback
- Third draft, final

### **Page Template**

- Write basic style sheets and link
- Add meta tags
- Add comments
- Create template, or make includes out of header, footer, and navbars

### **Home Page**

- Select and prepare graphics, build page
- Get 2 rounds of feedback
- Finalize

### **Manage gathering of content from client**

### **Other Static Pages**

- Build pages, get 2 rounds of feedback
- Finalize

### **Test, troubleshoot, correct, polish**

### **Set up hosting and transfer domain names**

### **Set up webmail**

### **Launch Site**

### **Teach client to use control panel and view statistics**