

Website Project Management

Asana Swipe File

Project Overview:

Project Outline

Project Schedule

Project Kickoff Call:

Timeline - 12 weeks (4 content gathering, 4 development, 4 fine-tuning)

Intake Questions

Content Checklist

Login Credentials

Branding

Phase 1 - Content & Branding:

Content Check-in Call 1

Content Check-in Call 2

Content Check-in Call 3

Content Check-in Call 4

Phase 2 - Development:

Development Check-in Call 1

Development Check-in Call 2

Phase 3 - Go Live/ 30 day Fine-tuning:

Go Live Call - Start 30 day Beta Launch

Create Training Video Library

Project Close Call - End of changes, deliver training video library