

# + AZ- Douglas Project Timeline

## PHASE 0

### PROJECT KICKOFF MEETING

Thursday, November 17, 2016

Meeting to discuss website production process and detail items to be submitted by you

### PHOTOS & FORMS DUE

Wednesday, December 14, 2016

End of Day

Submit photos for website design and complete online forms

## PHASE 1

### WEBSITE OPTIMIZATION MEETING

Thursday, January 12, 2017

3:00 PM Mountain

Meeting to discuss design and functionality preferences for your new website

### CONTENT PREPARATION MEETING

Thursday, January 19, 2017

TIME

Meeting to discuss the content development process.

### LAYOUT AND COLOR PROPOSAL

Thursday, January 26, 2017

End of Day

Greyscale layout proposal and recommended color scheme sent to you for approval via email

### TENTATIVE: LAYOUT AND COLOR PROPOSAL REVISION REQUESTS

Thursday, February 2, 2017

End of Day

IF NEEDED, submit change requests for the provided layout proposal and recommended color scheme

### LAYOUT & COLOR PROPOSAL APPROVAL DUE

Friday, February 10, 2017

End of Day

Complete approval form for layout proposal and recommended color scheme

## PHASE 2

### DESIGN PRESENTATION MEETING

Tuesday, March 14, 2017

10:00 AM Mountain

Meeting to unveil initial design concept in JPG format

### TENTATIVE: DESIGN REVISION REQUESTS

Friday, March 24, 2017

End of Day

IF NEEDED: Submit design revision requests via email

### TENTATIVE: REVISIONS COMPLETED

Friday, March 31, 2017

End of Day

Requested design revisions returned via email

### TENTATIVE: DESIGN REVISION REQUESTS

Friday, April 7, 2017

End of Day

IF NEEDED: Submit design revision requests via email

### TENTATIVE: REVISIONS COMPLETED

Friday, April 14, 2017

End of Day

Requested design revisions returned via email

### CONTENT AND NAVIGATION CONSULTING

Week of April 10, 2017

Your trainer will reach out directly to schedule

3 days of on site consulting to discuss content optimization and navigational structure

### DESIGN APPROVAL DUE

Friday, April 28, 2017

End of Day

Complete approval form for website design

### PHASE 3

#### CONTENT CUTOFF DATE

Friday, May 19, 2017

End of Day

!!! Content development begins; NO content changes on your current website will be transferred to your new website !!!

#### PRODUCTION WEBSITE COMPLETE

Friday, June 16, 2017

End of Day

Completed production website (content and design) sent to you for review

### PHASE 4

#### WEBSITE REVIEW MEETING

Wednesday, June 21, 2017

1:00 PM Mountain

Q&A meeting regarding completed production website

#### PRE-ADMIN TRAINING (ADMINISTRATORS ONLY)

Monday, June 26, 2017

12:00 PM to 4:00 PM Mountain

Webinar instruction on setting up users and permissions prior to training

#### TRAINING

Tuesday, June 27, 2017 - Thursday, June 29, 2017

Your trainer will reach out directly to schedule times

3 days on-site training

### PHASE 5

#### PRE-LAUNCH CHECK IN MEETING

Wednesday, July 5, 2017

1:00 PM Mountain

Project check in meeting to discuss preparation for website launch

#### WEBSITE LAUNCH

Thursday, July 27, 2017

New website goes live

### COLOR KEY

MEETING

DUE DATE FOR YOU

TRAINING

CIVICPLUS ACTION ITEM

ACTION ITEM FOR YOU

WEBSITE LAUNCH