





ID	Task Name	Resource Names
1	Company Name	TWCAN
2	Domain	TWCAN
3	Hosting?	TWCAN
4	Services	
5		
6	WEB SITE DEVELOPMENT Process	
7	PHASE I	
8	Receive Project Work Order	TWCAN
9	Review Documentation including PID and Brief	TWCAN
10	Documents	
11	Project Information Document (PID)- Client	TWCAN
12	Creative Brief - Client	TWCAN
13	WyseLabs Planning Exercise - Internal	TWCAN
14	Project Overview Document - (POD) Info, Brief, Sitemap, Requirements - Final Document - Internal	TWCAN
15	Review POD, Info, Brief, Sitemap, Requirements with INTL	TWCAN,TWINTL
16	Meetings	
17	Client - Kickoff Meeting to review documents and initial requirements	TWCAN
18	Hosting	
19	Review Contract for hosting details	TWCAN
20	If Hosting with us	
21	Get Domain Registration details	TWCAN
22	Get Email and password information	TWCAN
23	If not Hosting with us	
24	Review technical information to ensure proper setup of site	TWCAN
25	Make recommendation	TWCAN
26	Internal - review documents and complete WyseLabs Planning	TWCAN
27	Documentation	
28	Complete POD including PID, Brief, Sitemap, Requirements	TWCAN
29	Receive Approval from Client (if necessary)	TWCAN
30	Communication	
31	Send POD to INTL for Review	TWCAN
32	Review POD	TWINTL
33	Schedule a review/FAQ meeting with team including PM and Innovations (if necessary)	TWCAN
34	Receive Approval from Client	TWCAN
35	Develop Technical Document	
36	Complete MS Project Plan and send to TWCAN	TWINTL

ID		Task Name	Resource Names
37		Project Plan Acceptance	TWCAN
38		Project Plan into Autotask upload	INTL
39		Setup dates in Project Dashboard - Web	TWCAN
40		Project Dashboard - Move to next phase	TWCAN
41		Initial SEO Setup (this is important especially if we are following silo structure) if necessary	TWCAN,TWINTL
42		PHASE II	
43		Concept Development	
44		Create Concept(s)	INTL
45		AM Review and Revision (if necessary)	TWCAN
46		Concept Revisions 1 (if necessary)	INTL
47		Client Review Revision 1	TWCAN
48		Concept Revisions - Client - Revision 1	INTL
49		Client Revisions 2	TWCAN
50		Concept Revisions - Client - Revision 2	INTL
51		Concept Approval	TWCAN
52		Inner Page Concept(s)	INTL
53		Client Inner Page Concept Review	TWCAN
54		Inner Page Concept Revision(s)	INTL
55		Client Inner Page Concept Approval	TWCAN
56		Contract - Review Billing Milestones	TWCAN
57		Project Dashboard - Move to next phase	TWCAN
58			
59		Phase III	
60		Wireframe (if necessary)	INTL
61			
62		PHASE IV	
63		Complete HTML Build	INTL
64		Complete Programming	INTL
65		Complete Project Quality testing	INTL
66		Internal Project Review	INTL
67		Complete Revisions (if necessary)	INTL
68		Beta Release	INTL
69		Complete Analytics Integration (including blog, landing pages)	INTL
70		Complete Client Review	TWCAN
71		Internal - Revisions (if necessary)	INTL
72		Final Project Review	TWCAN

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73	Website Complete	TWCAN
74	Confirm & Configure Web Hosting according to setup plan	TWCAN
75	Review of other services - SEO, PPC, FB, GA, Email, Support, blog etc	TWCAN
76	Launch of other services that need to get done before official launch (ex. SEO)	TWCAN
77	Go live	INTL
78	Launch post Live date services (ex. PPC)	TWCAN
79	Project Metrics Collection	
80	Review AT statistics, start time, end time, estimate hours vs actual.	TWCAN
81	Internal - Send Closure Email with review to team with successes and lessons learned	TWCAN
82	Client - Send Closure Email with review to team with successes and lessons learned	TWCAN
83	Send QuestionPro Questionnaire to client	TWCAN
84	INTL Project Closure Process (Statistics, Presentation to the team etc.)	TWINTL
85	PHASE V	
86	Autotask	
87	AT - complete project	TWCAN
88	Close any outstanding tickets and Live projects ticket	TWCAN
89	Project Dashboard	
90	Web - move to Warranty Status	TWCAN
91	Client List - move to complete	TWCAN
92	Local Server - Move all folders to Completed Folder under Client Centre	TWCAN
93	Notify Billing	
94	Review Contract and create ticket to Accounting for all outstanding services	TWCAN
95		
96	SMILE - You are done another project!	
97		
98		
99		
100		