

Website Build Schedule

Stage One

Once you have confirmed you wish to proceed with us, we will send you a link to our new website survey.

In order to begin the build of the site, you will need to complete this survey as it asks important questions about the design, content and features of the site. You should also provide a site map if you wish to change the page layout of your site and inform us of a due date for the project if you need to meet a specific deadline.

Stage Two

In the second stage of the project, we will begin work on your site using your survey responses and current site content if applicable.

The Council should, at this time, send us any new content that you know is needed for the site, including photographs and the council logo. Large, high quality photos will make the site look more professional and engaging.

Stage Three

The third stage is where we will be incorporating the new content and photos sent over by the council. The website will now be at a stage where we can send you a work in progress link and gather feedback on the site.

We will also need you to confirm your domain name and any emails you wish to be set up. If we do not receive this information, then the project may be delayed.

Stage Four

By now the Council will have received their work in progress link and will be able to view the draft site. You will need to inform us of any feedback and amendments to the site so that we can get these actioned for you as soon as possible. We will also need to know when you are available for training so you will be able to edit the site yourself when it is sent live.

If the Council makes any changes to the current site after they have received the work in progress link, we will need to be informed. This is because updating the site is currently a manual process so we will not be automatically made aware of any changes made.

We will always inform you if we think the council is about to go over budget. Reasons for this may include the addition of pages or content that weren't originally tendered for or unforeseen additional work and amendments.

Website Build Schedule contd...

Stage Five

During this stage, your website should be near completion and we will be doing a final update and check of the site. We will provide details for any new email addresses that have been set up and finalise arrangements with your domain name if necessary.

The Council should now inform us of any amendments that are outstanding. Unless there are exceptional circumstances or delays that we have been made aware of, no amendments are to be made after this stage.

Stage Six

Final amendments and checks will now be completed. Training will take place if this was not done in stage 5 and you will be given the log in details to edit the new website. Our final step is to send your site live.

Please note:

Once we have sent your site live, any changes that need to be made will be chargeable.

Failure to provide any information in the stages above could result in the project being delayed and therefore will push the date to go live forward.

If you are looking for a 30 working day turnaround, each stage should take a week.

Addition charges may be applicable if the project goes unreasonably over the deadline or if there are changes to be made once the initial design and content has been agreed.