Is there a formal Web Project Process for new sites?

**Project Process**

**Initiation Phase - Initial contact with Web Services**
- Request is placed online using our project request form
- Detailed needs analysis and requirements gathering performed
- Basic scope and resource requirements are determined

**Planning Phase - Feasibility Analysis, Prioritization and Project Plan**
- Content obtained from client
- Priority assigned to project based on existing project load and associated University priorities
- Project timeline, work allocation suggestions, and estimated costs
- Resource allocation and commitment from internal staff

**Design / Development Phase - Prototype to Alpha Build**
- Web Services develops the site prototype based upon stated requirements and needs analysis
- Conduct the internal design review session
- Conduct a prototype Demo Session or provide client with url to see the site in production
- OPTIONAL - Revision cycle and change management process

**Development / Revision Phase - Beta to RC Build**
- Full site developed from prototype to meet revision specifications
- Integration of additional content from client and any approved revisions
- Scripts, Database, and other technologies are fully unit tested
- Site Review and sign off by the project team
- Analytics must be integrated

**Preflight / Implementation Phase - Client Acceptance and Training**
- Final site demonstration and review with client for preflight acceptance
- Only minor adjustments and modifications are made as necessary
- Client training is scheduled
- Supporting Documentation is produced
Tools

Implementation / Closure Phase

Site Release Production Launch  
Client feedback gathered  
All Project Management System tasks are verified, updated by assignees  
PM verifies the project status and closes the project.

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