

# Web

## 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

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## 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.

Unique solution ID: #1112

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