

## Project Coordinators – Important Info – In a Nutshell

### Level 1

- Client chooses from pre-designed templates
- Can change colors, pictures in slideshow
- Home page can be slideshow or static
- Fonts will stay the same (unless it's a deal-breaker)
- Find out if client wants different photo theme for each category/column subpage header or if they would like all pages to be the same.

(FYI - Project Team)

- No need for graphic designer
- Content updaters will place all content on the site
- UI will replace logo, colors, place any modules on pages
- Graphic updaters to create page graphics based on template
- Copywriters will use template copy from our library and make it fit

### Level 2

- Client chooses from pre-designed templates.
- Comes with custom header, footer, and background photo.
- May customize colors and fonts.
- Home page can be slideshow or static.

(FYI - Project Team)

- Graphic designer will design using a starting template, where they will customize the header, footer, background photo, colors, and fonts. (The main body is mainly all that stays the same.) They will also create one custom page graphic.
- Copywriters will use template copy from our library and make it fit.
- Content updaters will place all content on the site.
- UI will place graphics/modules on the site for phase I UI.
- Graphic Updaters will then create page graphics based on the custom graphic by the designer, and place them on the site.
- UI will come back in and make sure everything looks good and flows well responsively now that everything is on the site.

## **Navigation – Levels 1 & 2**

- The main navigation should not exceed the number of pages in the template. It's a big deal to change it, so if the client really wants/needs it, find out if it's something that will incur a fee or not before. We can almost always do it, it's just a matter of whether or not we have to push the project to the senior development team, which will incur a fee.
- If the client wants to change the number of pages across the top after the development of the website, there will be a charge (we estimate it will be about \$50-100). If the client thinks they may want to make that kind of change (or others) later, suggest that they might want to open the PO for a little more than they had planned just to cover those things if they come up so as not to have to open another PO later. If we don't need it, then of course we won't charge it.

## **All sites and projects (Level 1, 2, 3)**

- Be on the lookout for things like
  - teacher sites/pages
  - forms
  - shopping carts
  - photo galleries
  - videos
  - various widgets
  - etc

These things may incur additional charges, so be sure to talk to UI about anything special they might have on their current website to be sure it will work on their new website and to find out if there might be an additional fee for development. Please discuss everything with the client before we begin development.