



## Website Project & Planning

- Define website requirement and purpose. A minor business plan outlining the criteria may be essential to guide you in the right manner, from inception to completion.
- Define some online goals and expectation. This will assist with the design and development process and engineer the right strategy from the start.
- Primary audience for the website and the target demographic and regions. This is critical again for online search and marketing.
- Source or nominate an appropriate domain name. This may require research as the range and options for domains names has now become vast.
- Select a pre-designed template from a range of sources. Please note that design can be amended and customized to suit personal or business needs.
- Do you have a logo?
- How many email accounts do you require?
- How many pages will the website requires to accommodate all the necessary data. An example of standard formats are as follows
- **Home**
- **About Us**
- **Products**
- **Services**
- **Resources**
- **Blog**
- **Contact**
- How will you source all your content including text, data and video?
- How many Social Media accounts do you have and which one's suit your online strategy from the list below.
- **Facebook**
- **Twitter**
- **Linkedin**
- **Instagram**
- **Pinterest**
- **Google+**
- **You Tube**
- What additional technical or functional requirements are needed to ensure your complete website performance.
- Select the right Web Club package to suite your needs. This may be dictated the information provided above in terms of your website requirements. Our packages are as follows.
- **Web Club Basic - \$30 Per month**
- **Web Club Standard - \$60 Per Month**
- **Web Club Feature - \$90 Per Month**



- **Web Club Premium - \$120 Per Month**
- **Web Club Digital - POA**
- In term of Search Engine Optimization you please select a range of keywords and phrases that best describe your business operation and online strategy.
- Do you have Terms & Conditions coupled with a Privacy Policy, to protect the usage, integrity and data, published on your website? These are an essential requirement and all websites need these.
- If you are selling online, you will require additional resources and support including logistics and product applications.
- Does your website require additional security and protection?
- Complete audit and sign off before going live.