



TIMELINE & PROCESS | WEBSITE DESIGN & DEVELOPMENT

3-4 WEEKS PRIOR	WEEK 1	WEEK 2	WEEK 3
<p>50% deposit invoice paid + project contract signed</p> <p>Project scheduled, added to calendar + questionnaire sent</p> <p>Commence filling out project questionnaire, gathering and finalising content/imagery</p>	<p>Questionnaire, finalised and proofed content due Monday morning</p> <p>Start outlining and drafting site design</p>	<p>Continue to design site and test functionality, which includes: adding your business information, adding content, formatting text, adding your branding, optimising your images, building your forms, styling with colours and fonts</p>	<p>Continue to design site, work on any third-party integrations and style layout</p>
WEEK 4	WEEK 5	WEEK 6	WEEK 7
<p>First draft of website sent for review</p> <p>Feedback Round 1 provided after 3 business days</p> <p>Feedback applied to website and resent for review</p>	<p>Feedback Round 2 provided after 3 business days</p> <p>Feedback applied to website and resent for review</p> <p>Sign-off of final design or purchase additional refinement rounds</p>	<p>Mobile version of your site is optimised</p> <p>Any final refinements made</p> <p>Run through final site checks for links, styling, functionality and SEO</p> <p>Launch date is planned (or Coming Soon page implemented)</p>	<p>Domain is connected to website</p> <p>WIX hosting plan purchased</p> <p>Excited because your site is now live!</p> <p>Final SEO is implemented</p>

■ YOU - THE CLIENT ■ RUBYONYX

Timezones and Weekends/Holidays

RubyOnyx will never expect you to work or answer emails on a weekend or holiday, and even if we reply to you on a working day in our timezone, you can answer the next business day in your timezone.

Refinement Rounds

There are 2 rounds of feedback included in this project timeline. To stay on schedule, feedback needs to be made within a maximum of 3 days to ensure you get the full amount of feedback time if it's needed.

Rushed, Delayed or Past Deadline Changes

Any part of the project that needs to be rushed, delayed or falls outside of the allotted project timeline will be made at my hourly rate or quoted for separately.