

i360 Inc. Project Development *Production Process*

i360 works through a defined process that includes the synergies of Client knowledge and input, creative design, database programming and consulting. The effect of these is reflected in the use of a project model that controls and qualifies each step of the project process.

i360 has prepared a step-by-step production checklist to facilitate the development and implementation of the Client's corporate website and/or Internet project. This checklist is designed to simplify the necessary steps needed to produce a comprehensive, professional Internet solution in a time-efficient manner combining the Client's professional knowledge of the subject matter and i360's competency in design and production.

It is i360's intent to involve the Client in every step of the production process in order to utilize the Client's product knowledge and experience as well as keep the Client informed of the project development at each stage.

As each step of the process is completed, the Client and i360 will be able to assess the efficiency of the process and maintain a clear understanding of the project goals as well as determine the remaining completion time.

The Client must complete each of the checklist steps **before** moving on to the next step of the process. i360 will verify that all pertinent checklist items are complete before continuing to the next step, thereby creating a mutual understanding between the Client and i360 as to the progress of the project.

The project development production process steps are as follows:

Step 1: Project Briefing/Research

Step 2: Preliminary Design

Step 3: Full Design/Production

Step 4: Final Analysis

Step 5: Implementation

The following pages display the steps in detail that must be faxed (713.329.9232), hand delivered or emailed (solutions@i360.net) to i360 by the Client once they have been completed **before** the project may continue to the next step.

* Each Process step must be completed and signed by the Client project manager(s) and i360 project manager(s) *before* continuing to the next step.

Step 1: Project Briefing/Research

1. Establish the website navigation structure (navigation flow chart). This is the result of a level one meeting with i360 and the Client project manager(s). Essentially, i360 and the Client will create a flow chart that will indicate what buttons and/or links will be on the website and how they will flow from page to page (i.e. Home, Products, Services, About Us, Contact Us, etc.).

Complete **Not Applicable**

2. Prepare all content and verbiage for each website page in a digital text format (i.e. Notepad, WordPad, MS Word, etc.). Each content page must be labeled according to the navigation link names. For example: The verbiage that is to be displayed on the Home page would be labeled, "Home Page Content" (i.e. Home_Page.txt, Home_Page.doc). The verbiage to be displayed on the Products page would be labeled, "Products Page Content" (i.e. Products_Page.txt, Products_Page.doc) and so on. Also, if any .PDF files are to be used, they must be delivered to i360 as well.

Complete **Not Applicable**

3. List two website URLs (web addresses) that are representative of the type of graphics, color combinations, design elements, navigation structure, graphic animations, visual style, etc. that is desired for the "look and feel" of the website.

a) http:// _____

What do you like about this website?

What do you dislike about this website?

b) http:// _____

What do you like about this website?

What do you dislike about this website?

These sample websites will be helpful in giving i360 an idea of what type or style of website that is desired. i360 will use these samples to construct a unique and creative website design that reflects the desired graphic elements.

Complete

Not Applicable

4. **Deliver any and all images and/or graphics or logos in digital format** of 150 dpi (dots per square inch) or better (i.e., .BMP, .JPG, .GIF, .PNG or .TIF image formats) to i360 that will be used for the website project. If i360 is to provide and/or create **all** of the images and/or graphics, then this step is not applicable.

Complete

Not Applicable

5. **Establish necessary “Branding” elements, if needed.** Identify proper logo placement, color schemes and/or any layout restrictions that may be required.

Complete

Not Applicable

Step 1 Start Date: (Date Goes Here)

Step 1 End Date: (Date Goes Here)

I verify that Step 1 has been completed:

(Company Name) Project Manager

Date

i360 Project Manager

Date

* Each Process step must be completed and signed by the Client project manager(s) and i360 project manager(s) *before* continuing to the next step.

Step 2: Preliminary Design

The Preliminary Design step is primarily handled by i360, although there is a necessary amount of input required from the Client once the sample design has been presented to the Client.

1. **Verify whether or not the navigation structure (link structure)** matches the agreed-upon navigation flow chart. Are the links arranged according to Client's preference and ease of use?

Complete

Not Applicable

2. **Does the layout reflect the Client's desired color scheme and design** (look and feel) of the website? What changes might be suggested (suggested changes may be emailed to solutions@i360.net)?

Complete

Not Applicable

3. **Does the layout reflect the Client's desired "Branding"** of the company? Does the branding match the agreed-upon "Branding" scheme from Step 1, Section 5? What changes might be suggested (suggested changes may be emailed to solutions@i360.net)?

Complete

Not Applicable

4. **Is the layout acceptable?** Verify that all of the above issues have been addressed and "Sign Off" on the graphic layout so production may continue.

Complete

Not Applicable

Step 2 Start Date: Date Goes Here

Step 2 End Date: Date Goes Here

I verify that Step 2 has been completed:

(Company Name) Project Manager

Date

i360 Project Manager

Date

* Each Process step must be completed and signed by the Client project manager(s) and i360 project manager(s) *before* continuing to the next step.

Step 3: Full Design/Production

During this step of the process, i360 will construct the entire website utilizing the approved design layout from Step 2 and the content and graphics from Step 1. This is a production step that does not require the Client to do anything other than monitor the progress of the website construction.

The Client may view the production of the website using any Internet connection and an Internet browser (Internet Explorer, Netscape, etc.) by logging on to i360's development server with the web address: <http://dev.i360.net/mycompanyname>. "Mycompanyname" would be the name of the Client's company with no spaces or special characters.

By logging onto the development website, the Client will be able to monitor the progress of the website at any time and be able to see how the website will appear to the public.

Once the Production phase is completed, i360 will inform the Client that the website is ready for final analysis and "Sign Off" on Step 3.

Step 3 Start Date: Date Goes Here

Step 3 End Date: Date Goes Here

I verify that Step 3 has been completed:

(Company Name) Project Manager

Date

i360 Project Manager

Date

* Each Process step must be completed and signed by the Client project manager(s) and i360 project manager(s) *before* continuing to the next step.

Step 4: Final Analysis

This is the final stage of production in which the Client and i360 will review the entire website and double check spelling, punctuation, content accuracy as well as verify that all links, forms and program functionality is working correctly.

1. **Double-check all spelling and punctuation.** Navigate through each page on the website and read the content for any spelling, punctuation and/or grammatical errors.

Complete

Not Applicable

2. **Verify hyperlink connections.** Navigate through each page on the website using the links (buttons). Make a note of any links that need to be connected correctly or that do not work properly.

Complete

Not Applicable

3. **Check forms and programming.** Check any form pages on the website and send a test to make sure each form is working correctly. Also, follow any steps through the shopping cart, program management or any other special programming that is included in the website to be sure that it is working correctly.

Complete

Not Applicable

4. **Verify that the entire website is complete and ready to go “Live”** (be placed on the World Wide Web).

Complete

Not Applicable

Step 4 Start Date: Date Goes Here

Step 4 End Date: Date Goes Here

I verify that Step 4 has been completed:

(Company Name) Project Manager

Date

i360 Project Manager

Date

* Each Process step must be completed and signed by the Client project manager(s) and i360 project manager(s) *before* continuing to the next step.

Step 5: Implementation

This is the final step needed to make the Client's website go "Live".

- 1. Domain Name Registration.** The Client must have a registered domain name in order to put a website on the Internet. If the Client does not already have a registered domain name, i360 will setup the domain name for the Client according to the Client's requested domain name choices that are available.

List domain name choices below:

1st choice

2nd choice

3rd choice

4th choice

Complete

Not Applicable

- 2. Custom Emails.** The Client must send an email to solutions@i360.net or call the i360 office and specify each email needed for the website. Example: johndoe@mycompany.com.

Complete

Not Applicable

Step 4 Start Date: Date Goes Here

Step 4 End Date: Date Goes Here

I verify that Step 5 has been completed:

(Company Name) Project Manager

Date

i360 Project Manager

Date