

Phase	Task	Notes
Planning		
	Define audiences and stakeholders	Done
	Review analytics	Done
	Needs assessments	
	Staff	Done; see firstuunashville.wordpress.com
	Leadership	Done; see firstuunashville.wordpress.com
	Open session	Done; see firstuunashville.wordpress.com
	Set up redesign blog	Done; see firstuunashville.wordpress.com
	Assemble team	
	Review resources	
	Books	
	Other sites	
	Prioritize requirements	
	Finalize scope and goals	
	Creative brief	
	Get signoff	
	Set up a timeline	
	Choose technologies	
	Content audit	
Design		
	Draft information architecture	
	Wireframes	
	Comps	
	For monitors	
	For mobile	
	HTML prototypes	
	Usability tests	
	Get signoff	
Development		
	Gather content	
	Initial call	
	Photos and other media	
	Code	
	WordPress theme	
	Optimize	
	Populate pages	
	Design email that coordinates with site	
	Get signoff	

<b>Phase</b>	<b>Task</b>	<b>Notes</b>
Release		
	Editorial review	
	Final check	
	Launch and celebrate	
Future Proof		
	Set up backup system	
	Website policies and procedures	
	Documentation	
	Taining	