

Niagara Region – Economic Development
 DIGITAL CREATIVE SERVICES
 PROJECT WORK PLAN *at February 1, 2018*

DELIVERABLE:

Niagara Economic Development / Foreign Trade Zone Website Development

MILESTONE	PHASE	TASK/ASSIGNMENT
FEB 6	Planning	SITE MAP: Site Map (navigation/content/functionality) document posted to Basecamp to NED project lead for review, gather feedback and provide edits.
FEB 8	Planning	SITE MAP: SITE MAP APPROVAL REQUIRED FROM NED.
FEB 8 - 16	Planning	WIREFRAMES: Development of 1 st round of wireframes for home page and key navigation pages.
FEB 16	Content	CONTENT: Collection of existing Photo Assets from NED completed.
FEB 20 -22	Planning	WIREFRAMES: L+C provides 1 st round of Wireframes to NED for review and feedback (walk through call required.)
FEB 23	Planning	WIREFRAMES: APPROVAL OF 1st ROUND OF WIREFRAMES REQUIRED FROM NED.
MAR 13 - 15	Design	INTERFACE/WIREFRAMES: L+C provides Interface 2nd round of Wireframes to NED for review and feedback (walk through call required.)
MAR 15 - APR 9	Content	CONTENT: New Photo/Video Assets provided by Signature Video Group to NED. NED/Signature to load to Vimeo and provide L+C access to channel for embed codes.
MAR 16	Design	WIREFRAMES: APPROVAL OF 2nd ROUND OF WIREFRAMES REQUIRED FROM NED. APPROVAL OF INTERFACE REQUIRED FROM NED.
MAR 16 - 21	Content	CONTENT: Review, feedback and revisions between NED and L+C on 1 st batch of Content.
MAR 21	Content	CONTENT: APPROVAL OF 1st BATCH OF CONTENT BY NED. CONTENT TO DIGITAL TEAM.
MAR 30 - APR 4	Content	CONTENT: Review, feedback and revisions between NED and L+C on 2 nd batch of Content.
APR 4	Content	CONTENT: APPROVAL OF 2nd BATCH OF CONTENT BY NED. CONTENT TO DIGITAL TEAM.

APR 12	Pre-Launch Review	PRE-LAUNCH: L+C present site to NED for review, feedback.
APR 13 - 18	Pre-Launch Review	PRE-LAUNCH: NED for reviews site, provides feedback, revisions and changes.
APR 25	Pre-Launch Review	LAUNCH APPROVAL: NED PROVIDES APPROVAL TO LAUNCH SITE
APR 30	Launch	SITE LAUNCHED