



AFRICAN AMERICAN CHAMBER OF COMMERCE WEB DEVELOPMENT Proposed Task List & Production Schedule

- | Due | Description |
|-----------|--|
| □ 5/13-17 | Kick-off discussion
Review existing site structure
Determine pages to retain and new pages

African American Chamber of Commerce supply existing website login details

Direct Axis review available content on existing site |
| □ 5/17-31 | Direct Axis copies existing site and uploads to a test site. |
| □ 6/3-5 | First pass at home page design concepts. Direct Axis supplies link to test site with home page concepts showing navigation, structure and design.

African American Chamber of Commerce collect and supply new images. |
| □ 6/5-7 | African American Chamber of Commerce reviews home page and communicates changes/approval to Direct Axis.

African American Chamber of Commerce reviews all existing text and makes content updates. Suggestion: choose the pages that have the fewest changes. Let us know which.

Updates can be supplied via Word Docs, text docs or just about any other text format.

African American Chamber of Commerce supplies 25 - 50% of new text and images. |
| □ 6/10-15 | Direct Axis makes updates on home page concepts, creates internal page concepts.

Programming of member directory database starts. |

continued...



- ❑ 6/7-12 Programming begins on full site.

Direct Axis supplies 35%-50% web pages ready for evaluation.

African American Chamber of Commerce supplies up to 85% of text and images for pages to be created
- ❑ 6/12-17 African American Chamber of Commerce review of web pages due to Direct Axis
- ❑ 6/17-21 African American Chamber of Commerce supplies all final text and images for pages to be created
- ❑ 6/21-7/6 Doris on vacation

African American Chamber of Commerce review of web pages, determine any new images needed, final text edits, design changes, text proofing.
- ❑ 7/9-10 User testing and evaluation
- ❑ 7/10-12 African American Chamber of Commerce gives final approval to Direct Axis.
- ❑ 7/12- 16 Full Web Launch - Public access.