

## **Technology Solutions Web design methodology**

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### **Introduction**

This document is designed to provide full documentation on the Web Development Methodology developed and utilised by Technology Solutions in the creation and modification of all web sites.

### **Background**

Historically web development has been an ad-hoc process with little or no formal methodology in place to ensure results. Technology Solutions feels this is not what the business community desire and deserve. In an effort to meet business requirements this methodology has been developed to provide clients with a detailed process to allow them to feel confident with the development of their web solution.

### **Overview**

The Technology Solutions Web Development Methodology is an iterative process designed to ensure all web developments completed by Technology Solutions meet the client's full expectations and requirements. Where the word 'meeting' is used in this methodology any reasonable form of communication can be used in its place if required.

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## **The Design Process**

### **1. Initial Meeting**

A meeting is held with representatives of the client and Technology Solutions to define customer expectations and requirements. The following issues will be discussed in depth:

- Purpose
- Business Requirements
- Customer Expectations
- Technical requirements
- Hosting
- Domains
- Services – e.g. Passwords, databases, etc.

At this stage an initial estimate of costs can be provided if required. The client will at this stage define their liaison responsible for the web development and all enquiries will be directed through this individual. No changes will be acted upon unless sanctioned by this person.

### **2. Sample Development**

A prototype of the design will be developed by Technology Solutions to enable the customer to understand the look and feel of the web development. This prototype will be used during the development to ensure the consistency of the development process.

### **3. Prototype**

Technology Solutions will provide the client with the prototype and the web design outline. A quote will also be provided at this stage.

### **4. Outline Meeting**

Technology Solutions and the client will meet to discuss the quote and sample, and to provide feedback and required changes to the sample and templates. Steps 2 – 4 will be repeated until the client is satisfied with the work completed.

### **5. Provision of Content**

The client will provide to Technology Solutions content to be included in the web development. This will include the following.

- Photographs

- Text
- Keywords
- Advertising requirements

## **6. Web Development**

Technology Solutions will develop the web site based upon all information gather thus far. The designer(s) will keep in regular contact with the client liaison during the development process. The client will be able to view the development as it progresses by visiting the Technology Solutions development web site ([www.techs.co.nz/clientsite](http://www.techs.co.nz/clientsite)).

## **7. Development Meeting**

Technology Solutions and the client will meet to discuss the work completed and the client will provide Technology Solutions with any changes they require and any additional content. Steps 5 – 7 will be repeated until the client is satisfied with the web development.

## **8. Testing**

Technology Solutions and the client will test the web development ensuring all the following are correct:

- Verify all links
- Verify page consistency
- All scripting works
- Passwords
- Printing operates correctly

Testing to ensure the site works acceptably in Internet Explorer versions 4.x and 5.x, Netscape Navigator 4.x and 6.x, and any other browser the client requests.

## **9. Testing Updates**

All required changes identified during testing are made. Steps 8 and 9 are repeated as required.

## **10. Upload Live Site**

Technology Solutions will upload the web development to its live address and ensure site is functioning in the live environment.

## **11. Web Promotion**

Technology Solutions will promote the web site to search engines and other organisations as required.

## **12. Sign Off**

The client will be asked to complete a job signoff sheet to confirm the job has been completed as per requirements. After sign off, all changes made to the site are the responsibility of the client and will be chargeable.

## **13. Ongoing Responsibility**

Technology Solutions can provide ongoing support and maintenance of the web site, if required. This is outside the original quote and will be costed separately. Web site hits can be monitored on an on-going basis.

Marc George & Simon Griffiths

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