

## Web Development Check List

	Task	Person Responsible	Completion Date
	Meet with Core Group:		
	Determine target audience		
	Establish project timelines		
	Determine Responsibilities:		
	who will write/edit content		
	who will obtain/create media		
	who will maintain & update the site		
	who will have final Web site approval		
	Establish architecture		
	Review page layout options		
	Set up another meeting to review progress		
	Create template and sample Web page		
	Meet with core group to review sample page, information flow, and timelines		
	Populate the Web site		
	Create images to enhance pages		
	Go live with the site		
	Maintain and continue to enhance site.		