

Project Management Pack



PROJECT MANAGEMENT PACK

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Project Management Pack is a collection of materials used to conduct an extensive interview, design a project storyboard; and then develop, deploy and market a project. Project Management Pack is intended to be used as the first step in the process of interviewing a client (or gathering information for internal projects) to assist in writing a business proposal or project design.

Search Engine Submission Checklist

See the [Appendix of Resources](#) for links to applications referenced in this and other documents. You should subscribe to the various web design newsletters, as this information may be outdated on any given day. This document is intended to be used as your own internal checklist for submitting sites. Edit the steps as needed to suit your purposes and keep it on-hand for each project you complete.

Autosubmit one page per day per site to the top 20 search engines. Use a tool such as SEC Pro or Web Position Gold, which will be updated periodically to conform to the latest search engine guidelines.

- 1) Finish site titles, descriptions, h1 tags, hook, doorway, content and splash pages.
- 2) Create Web Position Gold, Search Engine Commando or Swiss Army App profile for all keywords and phrases depending on the submission software you are using. At the time of this writing we are using Web Position Gold.
- 3) Run 1st Web Position report and save. Web Position is an invaluable tool for monitoring your search engine positions.
- 4) Submit site (print main submission forms and emailed passwords)
 - Paid Inclusion Submissions:
 - Overture – www.overture.com
 - Google – www.google.com
 - ESpotting – www.espotting.com
 - << Add other paid domains you advertise on here >>
 - Exhaustive Submission (engines listed are for illustration purposes only, edit as needed for the most popular engines you are submitting your sites to):

THE REST OF THE CONTENT HAS BEEN REMOVED FROM THIS SAMPLE. THE ENTIRE CONTENTS OF THE DOCUMENT ARE INCLUDED IN:

PROPOSAL KIT PROFESSIONAL AND PROPOSAL KIT WEB FREELANCER.



S A M P L E

This sample has been truncated to only show a portion of the content. The complete editable version of this document is included with Proposal Kit Professional and Proposal Kit Web Freelancer at:

<http://www.proposalkit.com/htm/products.htm>