

# Project Management Pack



▶ Project Management Pack is included in the [Proposal Kit Professional Bundle](#)



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Project Management Pack is an extensive library of material used to help manage your projects from start to finish. Project Management Pack also includes the Records Management Toolkit for developing a detailed records management program.

Project Management Pack is part of the [Proposal Kit Professional Bundle](#).

# 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 You should subscribe to the various web design newsletters, as this information may be outdated on any given day.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.

Auto submit one page per day per site to the top search engines. Use a search engine submission tool 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 a submission profile for all keywords and phrases depending on the submission software you are using.
- 3) Run 1<sup>st</sup> SEO position report and save. An SEO position reporting application is an invaluable tool for monitoring your search engine positions.
- 4) Submit site (print main submission forms and emailed passwords)
  - Paid Inclusion Submissions:
    - << Insert paid SEO campaign >>
    - << Insert paid SEO campaign >>
    - << Insert paid SEO campaign >>
    - << Add other paid domains you advertise on here >>

The rest of the content has been removed from this sample. The entire 2 pages of the document are included in:

[Proposal Kit Professional](#)



# 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 in Proposal Kit Professional at:

<http://www.proposalkit.com/htm/proposal-software-products.htm>