SAMPLE PROJECT MANAGEMENT PACK DOCUMENT

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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.

Design Tips

- Update your site to retain repeat visitors.   Periodic updates are essential so plan an update schedule. The less frequent the updates, the more general the content should be and can use more DHTML randomizing techniques.   Also reduce the number of outside links to prevent broken links.

- Surfers will generally wait no more than 5 seconds for a page to load and usually will only remain for 20 to 60 seconds. Home pages and index pages must load quickly.   Large downloading pages and cutting edge technologies should be buried a level in the site rather than kept on the home page or primary index pages.   For example, a full screen photograph should be accessed by clicking a much smaller 2nd image and faster loading thumbnail.   A large Java applet should be accessed by clicking a link Tell the surfer what to expect and how long to wait.

- Know your intended target audience. Studies show that visitors want fast loading pages and useful information.   The least important features are "bleeding edge" technologies, flashy animations and non-functional eye-candy (unless that is what you are selling and what your buyers are looking for).

- Learning web programming is very easy, the hard part is learning to do it right, what not to do and learning tasks that are normally performed by a team of specialists (designer, copywriter, marketer, programmer and graphics artist to cover just the basics).

- Never play music files the user has no control over; Music tastes vary, and most surfers

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