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.

Project Milestone Development Checklist

This document includes a list of checklists broken down by project phases and milestones. The high level milestones can be included in your proposal to give the client an idea of how the project will progress and when payments are due.   The individual checklists included here can be used internally to streamline the development process, edit these checklists as needed for your own use.

Consultation Phase

- Determine the clients site development and marketing budget.

- If you are approached by a business to do a project in return for a percentage of sales or other compensation tied to the success of the site you will be business partners. Always review their business and marketing plans. Can they compete?   Will you have enough visibility into the sales generated, to compensate you fairly? These can be risky deals.

- Show sample sites and photos.

- Have client sign a "Pre-Project Protection Agreement" to project your designs and proposal before the contract is signed. If you have the full Proposal Kit or Contract Pack a "Pre-Project Protection Agreement" is included in the contract collection of documents.

- Determine purpose of site & sites sections.
    - Make money

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 Proposal Kit Professional

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