

WEBSITE WORKSHEET

Effective Marketing Online



Creative Smarts At Work

A successful online presence is the cornerstone of an effective marketing program.

It is the front door to your organization, and first impressions count. So your site needs to do a lot in the short time you have to engage your visitor. As a cornerstone of your marketing program, it should be the expression of all that's outstanding about your organization, and a hallmark of the value you bring.

Process

The process of creating a web site is similar to creating other branding materials. It begins with establishing specific goals for the site and a direction to guide the stages of content creation and design development.

These are the phases of web design:

- 1. Research** – The process begins by thoroughly reviewing the results of the research described on the next page, as well as the mission and purpose of your organization, its goals, its audience, any obstacles to the execution of its mission, how the audience should be engaged, how to position the organization, and any other relevant questions that would have a bearing on site content and design. Additional research may be undertaken by us.
- 2. Site Outline and Prototype** – Based on the above research, a page list and draft content outline for all pages will be developed, geared to the goals of the site and the business it represents. A grayscale prototype will be produced that shows how the site is organized and how the navigation works. This portion of the process is like creating a blueprint before building a house.
- 3. Site Content** – Based on the content outline, content will be created, submitted for review and finalized. This can include image development and acquisition as well as copywriting.
- 4. Visual Design** - After approval of the prototype and content, the visual design direction and two draft page designs will be created.
- 5. Design Review** - The draft page designs will be reviewed; at this point, you will either approve the design or ask for alterations. If the latter, the alterations will be executed and a second draft submitted for review. (Two rounds of approvals is the norm.)
- 6. Page Layouts** – When the final page design is approved, all the pages will be laid out and submitted for approval.
- 7. Final Design Approval** – When the overall site design is approved, and the final pages have been signed off, files for build-out will be produced and sent on for development.
- 8. Site Development & Build-Out** – A preliminary site will be created from the page files, and submitted for review. Alterations and adjustments will be requested and executed. A finished site will be presented for final approval.
- 9. Site Publishing** – When the completed site has been approved, the site will be published and it will go live.

Notes

- *The extent of each step is determined by the scope of individual projects. Site complexity/ simplicity is a spectrum, and this is defined during the proposal process.*
- *When the client is a group or a board, we recommend that the group designate a smaller sub-committee authorized to develop the project, go to meetings, evaluate the design concepts, render approvals and report back to the larger group.*



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An effective web site always begins with research.

At the beginning, you'll be asked to do a "homework" assignment:

1. Gather examples of web sites from entities similar to yours. It is important to understand the competitive context in which your web site will function.
2. Looking at these examples, observe which sites you like, and which you don't. Record your reactions to such aspects as visual styles, functionalities, ease of use, content, or anything else that stands out to you for better or for worse. Be specific as to what you did or did not like about a site.

The next step is to answer the questions below in as much detail as possible. Your responses will guide design and development, and help us provide you with a web site that supports your organization and achieves your objectives.

1. What are your goals for the web site?
2. Who is your primary audience or market? (There may be more than one.)
3. What are they seeking when they come to your site?
4. What do you want your visitors to do at your site?
5. What would you like visitors to do after they have visited your site?
6. Do you have established branding to tie the site to your other marketing and communications?
7. Who is your competition? Why should people come to you instead of your competition?
8. How is your organization positioned in relation to your competition?
9. What features and/or functions do you want the site to have?
10. Do you want to be able manage content on your site?
11. Do you have a domain name and host?
12. Have you established a budget for this project?