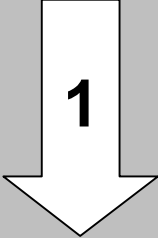





Event Website - Timelines & Milestones		Your Event Website		
Event Base Data		Your Conference - YOUR EVENT DATE - Your Venue / Your Country		
		PHASE	BEGIN	FINISH
M	Project Milestones			
M	Project Kick Off (latest)	Launch -8 weeks	05 January 2012	
	Agree base functionality and data to be collected Agree table-driven dropdowns and mandatory fields Agree base colour schemes , fonts and graphic elements to be featured* Agree data access structure (who can access, view and edit what) Agree reporting needs and report access levels (who can view what) Agree terminology package such as domain name, admin emails, event name Basic Functionality Testing by DelegatePlanner Team		05 January 2012 05 January 2012 05 January 2012 05 January 2012 05 January 2012 05 January 2012 19 January 2012	19 January 2012 19 January 2012 19 January 2012 19 January 2012 19 January 2012 19 January 2012 26 January 2012
M	Base Architecture Freeze	Launch -5 weeks		26 January 2012
	Basic Functionality Testing by Agency and/or Client Feedback of all comments Functionality adaptation by DelegatePlanner Team		26 January 2012 02 February 2012	02 February 2012 09 February 2012
M	Functionality Freeze**	Launch -3 weeks		09 February 2012
	Provision of remaining copy, related documents and images by the Client Finalise site by DelegatePlanner Team - Live Testing Phase (password protected)		09 February 2012 09 February 2012	23 February 2012 23 February 2012
M	Internal Launch for Project Administrators only (password protected)	Launch -7 days		23 February 2012
	Last minute amendments to copy, documents & images Final proof reading & testing phase Data cleansing of any test data and adjustment of password protection		23 February 2012 28 February 2012	27 February 2012 28 February 2012 29 February 2012
M	Public Launch Date			01 March 2012

* Graphic elements should be provided in either vector format or as high resolution artwork

**Any functional amendment requests beyond this point will be charged at the standard programming rate of £375/day plus a surcharge of 50%.
All charges will be clarified with the client before any work is undertaken.