3. TimeFrame

A time and resource framework
The TimeFrame document places the client-selected elements from the LevelSet and places them in the context of *time.*

Structured to be similar to a traditional Gantt chart, the TimeFrame document becomes a central project management tool for the successive phases of the work. Each LevelSet item (or grouping) is assigned to a 'timeframe' in the project scope. This process allows us to provide our client with a realistic, optimized workflow framework from which we can drive important decisions about

- data and content sourcing
- customized software development
- client review and approval milestones
- revision and editing/QC processes

This TimeFrame document also includes precise specifications of the operating environment, software tools and other parameters that comprise both the website authoring, software development and maintenance procedures.

Attaching the "who" to the "when"
A website is typically a team effort that brings together groups and departments that may not have worked together on a time- and mission-critical project before. Consequently, another important set of information that we incorporate into the TimeFrame document comes from identifying the client's appointed individual or group responsible for each LevelSet task — *who* will actually do the work or source the data and content. Wherever available, this information is color-keyed into a layout of typical TimeFrame document.

T E A M
Forepoint's design and technology principals

Coordination (usually by 'phone) with project groups for task assignment.

T A S K S
• Move chosen LevelSet elements into a time and resource framework.
• Publish TimeFrame document in both online and printable formats

C O S T S
Typically $1,600 to $4,800, depending on complexity of project and 'granularity' of TimeFrame as it relates to LevelSet tasks and assigned individuals/groups.

R E S U L T S
Online TimeFrame document with active links to online LevelSet document and personnel profiles (with e-mail and telephone contact information)

www.forepoint.com
315-443-2083 voice
315-443-4745 fax

3. TimeFrame: Sample

ACME WEBWIDGET COMPANY • TIMEFRAME DOCUMENT 970116.77

FOREPOINT

■ REVIEW ■ REVISE ■ LAUNCH

	MAY	JUN	JUL	AUG	SEP	OCT	WHO?
LEVEL ZERO							**WHO?**
• webwidget homepage, with identity/mission							Corporate
• Sub-pages, with editorial as supplied by WorldWidget:							
• Who We Are							PR, Corp.
• why webwidgets?							Marketing
• WebWidget executive biographies							HR, Mktg
• e-mail, phone and fax contact							Corporate
• request form for mail-order catalog							Mktg, ???
LEVEL ONE							**WHO?**
• WebWidget full-line catalogs online as a database-driven system							
• allow searching and subset browsing of WebWidget part numbers							Engineering
• online availability updates for WebWidget QuikShip:							Sales, Eng.
• view availability of selected WebWidgets (weekly postings)							Sales
• direct link to local sales office web page/e-mail							Mktg, ???
• Dealer locator by state, city							Sales
• result of search includes map of area, with link to mapping site							Sales, Corp