

Typical timeline from project onboarding through launch

Local Pages: 4 weeks

Local Sites: 5 - 7 weeks

1 Sales Pitch / Client Intro Call

If needed, account rep can coordinate a call with a local pages SME from DevHub to participate on a pitch call as a member of your Product team.

- a. **Complimentary Round of Mockups** *optional*
- b. **Submit a Local Page Needs Assessment Form** *required* - Preliminary form to gather basic project details.

2 Scoping Call *optional*

Define and review the major components of the project based on the Needs Assessment answers. Use time to identify scope and ask any open questions related to project.

- a. **Pricing and Scope Proposal** *required* - Outlines the costs and project at a high level.
- b. **Proposal Approval** *required* - Partner agrees to costs and scope outlined in Proposal. Devhub to generate Onboarding invoice.

3 Client Kickoff Call *required*

Set target launch date and close out open discovery items.

4 SOW / Final Mockups *required*

Final mockups are completed. A Statement of Work is created and shared with client. The SOW outlines the specifics of the project in high detail and refers to the final version of the mockups.

- a. **Client approves** the SOW and Mockups prior to starting the Build Phase.

5 Build Phase *required*

DevHub builds template and Google Sheet defined by SOW and Mockups.

- a. **Preview URL QA & Approval** *required* - Client receives previews of pages to review and test that all data and functionality is correct before launching.
- b. **Google Sheet Training** *required* - How to manage, update and create new pages. Client should also review all data within the sheet for accuracy.

6 Project Launch *required*

Coordinate the launch of the pages/sites. This sometimes involves client tech team or 3rd party based on deployment strategy.