VANDELAY ENTERPRISES

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Project Management Process

Below is a chart outlining each stage in our unique project management process. Rather than a linear process with a beginning and end, the Vandelay Enterprises process is ever-evolving, with re-assessment at regular intervals to ensure that the project is continually meeting your organization's changing needs and exceeding your expectations.
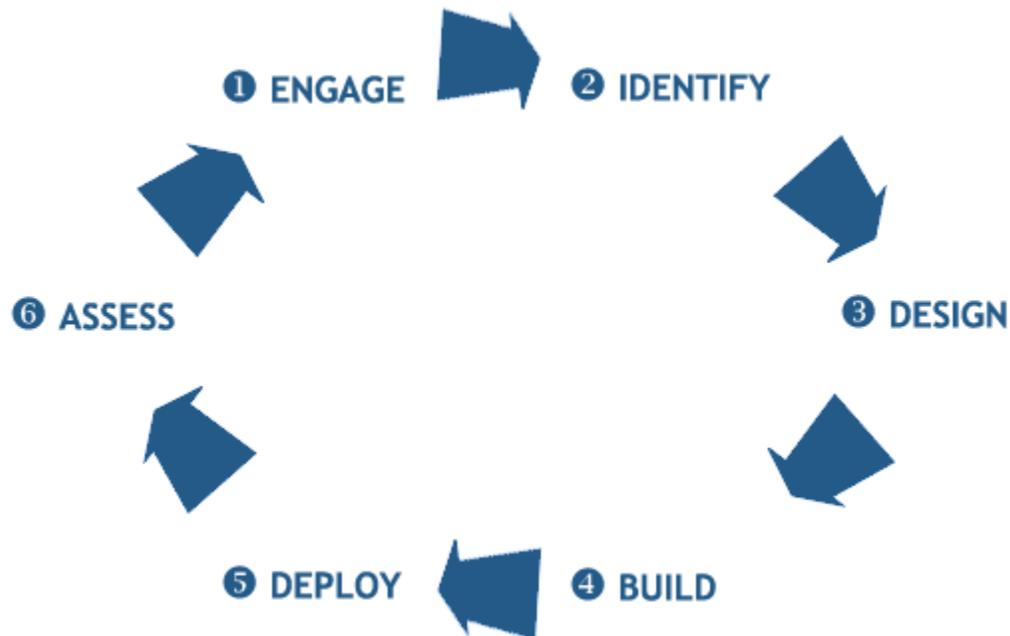
1. **Engage**
   - initial meeting takes place with the client
   - VE learns about your company or organization's current situation, needs, and goals for the project
   - before the meeting, the client should:
     - ➢ have a general idea of what they want
     - ➢ think about their goals
     - ➢ determine how they will measure the project's success

2. **Identify**
   - VE makes recommendations and introduces the technical plan to client
   - client is provided with a quote, contract, and financing information (if applicable)

3. Design

- database is designed according to data requirements (if applicable)
- an interface prototype is developed (an image or series of images showing the proposed design, then a working proof-of-concept)
- interface is refined according to client direction
- frequent approvals are requested to ensure the client is getting exactly what they want

4. Build

- development is undertaken and project is built according to plan
- project is thoroughly tested
- usability studies are conducted to identify obstacles for easy use
- once development is complete, the project is presented to the client, refined to meet their expectations, and final approval is given

5. Deploy

- web hosting and e-mail is set-up (for applicable web projects)
- final testing is completed and the project is made "live"
- web site is submitted to search engines and online directories (for applicable web projects)
- documentation, source code, and templates are handed over to the client upon payment
- client is provided a brief training session to learn how to properly use their project (if applicable)

6. Assess

- after project is in use for a period of time, the client is re-engaged to ensure their needs have been met and goals achieved
- metrics (such as web statistics) are reviewed and strengths & weaknesses are determined
- new goals are set and recommendations are made to ensure that outstanding needs are met