

Team Guru Website Build Project Management SOP

Step 1: Provide Required Materials to the Website Build Contractor

Before the contractor begins the build, the following information and assets must be gathered and delivered:

Company Info

1. Legal Company Name
2. DBA (if different)
3. Client's Contact Email
4. Client's Phone Number
5. Client's Address
6. Tag Line

Styles

1. Primary Color
2. Secondary Color
3. Header Font Details (*if different from Roboto Sans Semi-Bold*)
4. Body Font Details (*if different from Roboto Sans Normal*)
5. Button Font Details (*if different from Roboto Sans Bold*)

Assets

1. Site Icon
2. Home Page Hero Header Background Image (if available)
3. Any other images that are needed

NOTE: The following steps are to be completed only after the contractor has finished the website build.

Step 2: Device Responsiveness Testing

- Check the layout and design on **mobile**, **tablet**, and **desktop** views.
- Ensure full responsiveness and proper formatting across devices.

Step 3: Broken Link Check

- Use a tool such as [BrokenLinkCheck.com](https://brokenlinkcheck.com) to scan the site for any broken links.
- Fix any issues found before proceeding.

Step 4: Update Contact Forms

- Enter the correct **recipient email address** on all contact forms throughout the website.

Step 5: Edit the Global Footer

- Update **Social Media Links** and **Review Links**.
- Add any **Certifications** or important logos to the center column.
 - If no assets are available, move the **right column to the center** and change the layout to a **2-column** structure.
- Edit the **Important Statement or Link** (e.g., Careers page):
 - If applicable, **create and link the page**.
 - Otherwise, remove the **text module** so that section remains as an empty colored area.

Step 6: Full Site Testing

- Test all links, forms, buttons, and modules across all pages.
- Ensure everything functions as expected.

Step 7: Submit Website Launch Provisioning Request

- Fill out the **Website Launch Form** found under the **Provisioning Dashboard** on <https://team.guru-is.com>.

Step 8: Notify Digital Strategist

- Send an email to the assigned **Digital Strategist**.
- Let them know all project manager tasks are complete and the **Website Launch Provisioning** has been submitted.