1) Implementation, step-by-step routine

1. Conduct an impact assessment regarding GDPR. If there are any requirements linked to GDPR from the client, a **DPA (Data Processing Agreement) (link to template**) shall be established. (This is ultimately the client's responsibility.)

2. Obtain a copy of the website from the previous agency.

3. Login information for all operating environments, CMS, DNS, databases, server, and any third-party solutions and/or systems – to be saved according to routine in password management program **1Password**.

4. Ensure with the client that external services such as email, operations, web analyzing tools, tracking tools, search console and newsletters etc., are not linked to the previous supplier, and that the client has the ownership to these services.

5. The **developer/-s (DEV)** assigned in the **website acquisition template** set up a website at the chosen stage.

6. **DEV** carry out analysis based on initial estimates and write documentation based on this analysis (this to facilitate site support and updates).