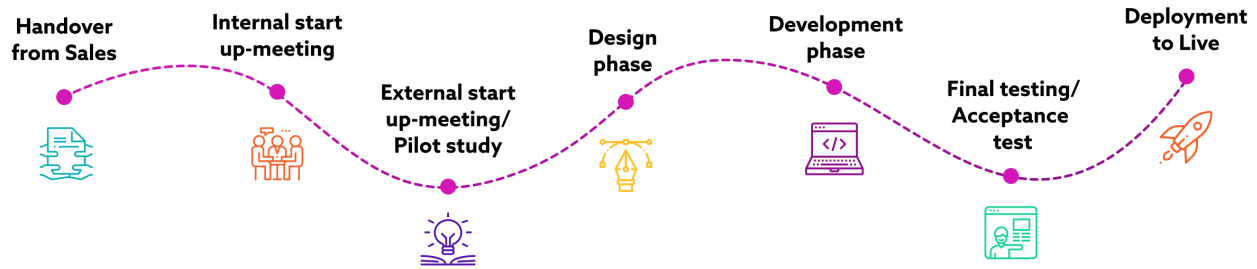


B) Timeline of a general web project



The timeline describes the different steps to take when handling a general web project.

With that being said; not all projects are the same, which means that depending on size and type of project, all steps might not be necessary. But keep in mind that no matter the project, it's always important to keep updating each other continuously in the project team and document any decisions. If no other template is mentioned in the different steps of the process, please use the template for client meetings ([English](#) or [Swedish](#)).

Please note that QA (Quality Assurance Manager) may ask to take part of your work during a project, as a way of spot-checking the Delivery Process.

If you notice any deviations to the process described here, please [Report deviations/incidents](#).

- 1) [Handover from Sales](#)
- 2) [Internal start up-meeting](#)
- 3) [External start up-meeting/Pilot study](#)
- 4) [Design phase](#)
- 5) [Development phase](#)
- 6) [Final testing/Acceptance test](#)
- 7) [Deployment to Live](#)

Project Managers

Please be aware of your responsibility regarding budget in projects. Here are some pointers to go by:

If you see that your project is going over budget and that Awave can't charge for the hours:

- Follow up hours regularly so you don't get any surprises.
- Speak with the developers about estimates and forecast.
- Be transparent with the client about our time and verify that nothing is out of scope that is not charged for.
- The scope must be super clear.

If you see that your project will exceed 50h that Awave can't charge for (meaning; that Awave will need to pay for), do all of the bullet points mentioned above, and:

- Send an email to the sales responsible and the controller, with reasons for the loss, and a forecast of what is left (what is the total estimated loss).
- Wait for approval to spend more time, and plan how to get forward.
- Follow up regularly if approved to continue the work.
- Any deviations in the estimates must be follow up by new email and approval.

DON'T FORGET TO [Report deviations /incidents](#) IF THE ABOVE WOULD OCCUR!