

# Website Planning Worksheet

## Phase 2 – Technical Aspects

### 1. Web Hosting Services

*Creative Design Weavers* provides a wide range of website hosting services to fit your needs. Please see the **Hosting** page for available packages and specifications. Our hosting service is value packed with tools that make your website experience easier to use such as multiple web email addresses that can be customized and forwarded to your regular email and multiple autoresponders. We will be happy to give you a free consultation about our hosting plans and help you find the one that is right for you.

Would you like *Creative Design Weavers* to quote a hosting package for you? \_\_\_\_ Yes \_\_\_\_ No

If you plan to use another hosting service, following are the requirements for your site to work properly:

- InterNIC authorized entity or company that can carry a root domain
- Adequate hard drive space for website size
- Adequate bandwidth capabilities
- A cgi-bin folder
- FTP access
- Telnet access
- Unix system with Perl language available

**1a.** To upload your new site to **another hosting service**, *Creative Design Weavers* will need the following information:

Web Hosting Service name and URL \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail for support or help: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### 2. Site Maintenance

Contracted design package prices include minor updates to your site for the first six months after preliminary site has been approved. This entails minor changes to text information and **does not** include more substantial overhauls, such as changing paragraphs of information or graphics.

*Creative Design Weavers* offers monthly maintenance agreements and updating services.

Please check the **Rates** page for more details.

Will your site need periodic maintenance? \_\_\_\_ Yes \_\_\_\_ No

Would you like a quote from *Creative Design Weavers* for updating services? \_\_\_\_ Yes  
\_\_\_\_ No

If yes, anticipated frequency of updates: \_\_\_\_ weekly \_\_\_\_ monthly \_\_\_\_ quarterly \_\_\_\_ other  
Type of updates required: \_\_\_\_\_

### 3. Visitor Statistics

Sites hosted with *Creative Design Weavers* come standard with basic web statistics reporting. It will give you an overview of the number of visitors you have on the entire site, accurate to within 5%. *Creative Design Weavers* can provide in depth activity analysis on your site including number of visitors, individual page hits, time spent per visitor per page...

Would you like a quote from *Creative Design Weavers* for monthly activity analysis reports? \_\_\_\_  
Yes \_\_\_\_ No

#### **4. Registering your site with Search Engines**

All website design packages from *Creative Design Weavers* contain blanket submissions to multiple search engines. To help your rankings go higher, we suggest manually submitting your site to at least the top eight search engines such as Google, Yahoo, etc. The larger design packages from *Creative Design Weavers* include manual submissions. Please check the **Rates** page if you would like *Creative Design Weavers* to register your site.

Would you like Creative Design Weavers to manually register your site? \_\_\_\_ Yes \_\_\_\_ No

#### **5. Driving Traffic to your new website**

*Creative Design Weavers* suggests you follow these simple steps to increase the traffic to your website:

- Include your web address on all company print literature such as business cards, stationary.
- Include your web address on all voice broadcasts just as voice mail messages, radio advertising.
- Include your web address on all email correspondences.
- Include your web address in your "Yellow Pages" ad.
- Request a link on complimentary business sites.