### PLANNING FORM: First Draft Guidance notes in italics

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| **WEB DESIGNER:** | **DATE:** |
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| **BRIEF**: **BRADGATE PARK & ACTIVITY PROGRAMME** | |
| **CLIENT OBJECTIVES: *Be as precise as possible*** | |
| **CONSTRAINTS: *Provide details and include a reference to download times/quality trade offs/connection speeds and implications for planning*** | |
| **RESOURCES REQUIRED: *Please include a reference to the value of using a pdf formatted file that site visitors could download*** | |
| **OUTLINE DESIGN**  **SITE MAP: *Overall view***  **TEMPLATE DESIGNS: *Two designs***  **PAGE DESIGNS: *Outline designs***  **ACCESS ISSUES: *List issues addressed***  **TEST PLAN:**  **Test 1:** Check all e-mail, internal and external links work correctly  **Test 2:** Check for missing alt tags or missing page titles  **Test 2:** Check for spelling mistakes and mistakes in grammar  **Test 3:** Test that the newsletter registration form works  **Test 4:** Upload the website and check in the specified browsers that it is fully operational  **Deadlines for completion of site:**   |  |  | | --- | --- | | **Stage** | **Completion date** | | Outline design and testing plan |  | | Initial review with client |  | | Compress and organise images, set up site folders and produce web pages |  | | Review & testing (links & browser compatibility) |  | | Uploading date |  | | |