### PLANNING FORM: First Draft Guidance notes in italics

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| **WEB DESIGNER:** | **DATE:** |
|  |  |
| **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:**

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| **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 |  |

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