



## **Brief Primer On IT Project**

Note:

This process also applies to elearning, sales presentations, and other types of digital content.

Performing an IT project can be broadly broken down into the following steps:

- 1) Customer specification
- 2) Quotation
- 3) Project planning / setup / design
- 4) Development
- 5) Testing
- 6) Delivery
- 7) (Optional) Installation and configuration

A customer should have a clear idea of what they are trying to accomplish. These ideas should be written down in clear, plain English and bullet form. A quotation is then rendered including fees separated for developer costs, assets, plus incidental fees. Upon approval, project planning includes providing a timeline, discussion of other considerations with the customer, acquiring project files and systems access if required, as well as design activities. The project / solution will then be developed. On completion every project / solution undergoes rigorous testing including user interface (UI) feedback and bug reports. Once the system is operating within the customer's expectations it is then delivered. An optional installation and configuration step is made available at extra cost to configure project, i.e, setting up on the Internet, for complete turnkey solution. Flare Technologies is here to help you, guide you, and answer whatever questions you may have.

Aside on website files: websites are built primarily using three computer technologies, HTML (hypertext markup language for structure), CSS (cascading style sheets for style), and JS (javascript for interactivity). When you access a website your computer, tablet, phone, etc., downloads the files on to your device and composes the site for viewing. Websites can be classified as either "static", hardcoded files downloaded to your device, or "dynamic", utilizing some sort of intermediary web language like C#, .NET, and database to render advanced functionality. Some websites are constructed as CMS (content management system) type websites that allow customers to edit and publish their own site



content without developer intervention. If the customer has a CMS type website and wishes only to provide administrator access this is fine, however supplying all project files is recommended.