Soft Launch

Begin **Soft Launch** Phase

Vision launches site to **Production Environment**

Vision gives **Client CMS Training**

User Acceptance Testing (Compile Punchlist Items)

Punchlist or **Addendum work** identified?

YES

NO

Punchlist and/or **Addendum** Process

Vision **completes** any **punchlist work**

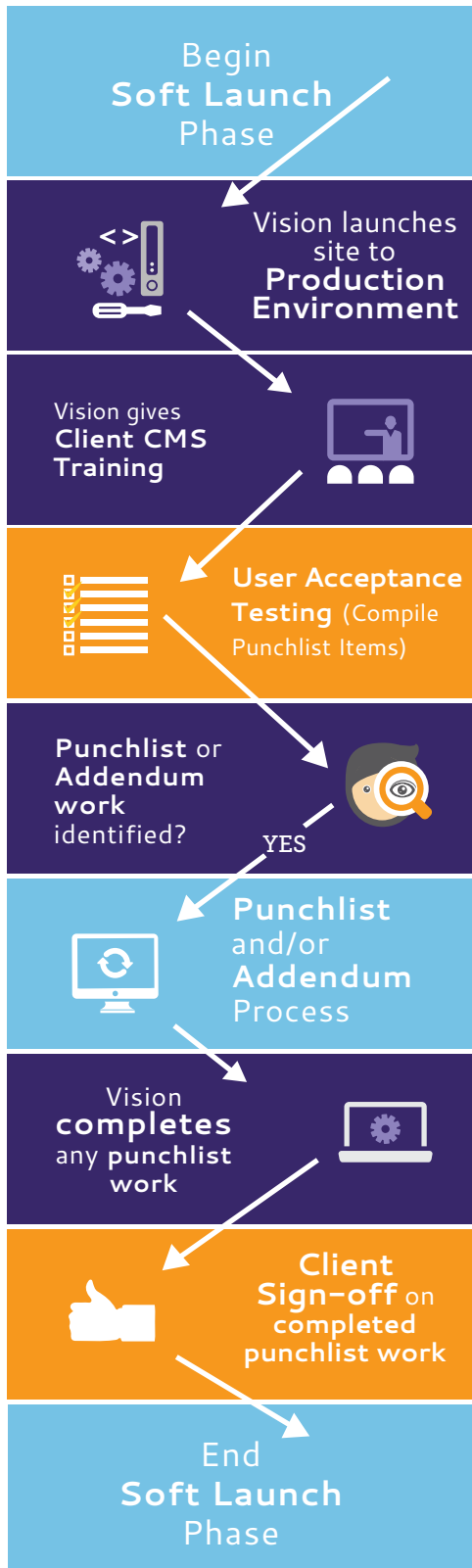**Client Sign-off** on completed punchlist work

End **Soft Launch** Phase

GOAL

The goal of the Soft Launch phase is to present a fully functional website to the Client on a production server with a staging URL address. Vision will also train the Client on how to use the CMS and manage their content. Any bug fixes and change requests will be completed as part of a final Punchlist during this phase.

VISION DELIVERABLES

- Transfer and set up website on production server environment
- IP Address of production website
- CMS user training as defined in the scope of work
- Completed Punchlist Addendum after UAT is complete
- Delivery of Punchlist items

CLIENT DELIVERABLES

- List of users for training and logistics support for training sessions
- User Acceptance Testing (UAT) and report of any issues found
- Review scope and if applicable sign Addendum for Punchlist work

KEYS FOR SUCCESS

- Be prepared to work closely and answer questions from your departments to utilize CMS knowledge obtained during training.
- It is best to prepare yourself for site launch immediately after training by setting a deadline for your departments to finalize their content.
- Utilize the team whenever there's a question regarding how to use the website features and components
- Thoroughly review your website content during User Acceptance Testing and make note of any bugs to include in the Punchlist.

Vision Deliverable   Client Deliverable   Shared Deliverable