



project development



Introduction

At Creathings we help you accomplish all your projects. Personal site, corporate website or application? We customize all to your desires. To make sure this project is realized in the best possible way, we follow seven simple steps. After each step you receive an update and a brief summary of what will happen next.

Step 1 - Getting to know you and your project



We will come to you or your company for a first meeting. You can then tell us what your project encompasses, we can answer all questions you may have at this point

After this meeting, we will draft up a project description, summarizing what we think your project needs. We ask you to review this document to make sure we are on the same page.

Some things to think about before we meet:

- Does Creathings have to design your project?
 - No: can you show us the design?
 - Yes: do you have branding or examples we can base the design upon?
- What features would you like in your project?
- Have you already got a domain name or have you already thought of one?
- What is the estimated budget?
- How urgent is your project, is there a deadline?

Step 2 - Quote

Once you confirmed the data to be correct, we will make a quote as soon as possible and send it to you.

If you accept a quote with an amount exceeding €500, you will be asked to pay an advance of 15% before we start the project. More information about our terms and conditions at <http://creathings.be/terms>.

Step 3 - Design and adjustments



To make sure the design phase runs as smoothly as possible we will show you our initial design based on your branding or the examples you have provided.

Based on you feedback we refine the design to include your changes, after which we present the final version to you.

It is still possible to request more adjustments after this point, however – depending on the scope of these adjustments – you may be billed for extra hours.

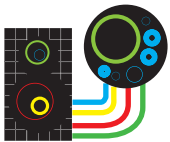
Step 4 - Development



Once the design is final we start the actual development of your project. You can follow your project up close. Once a week we send an update, where we briefly discuss the changes and include a small demo of the current state.

If you were to notice a problem during one of the updates, please do not hesitate to contact us. We'll do our utmost to solve the problem before the next update.

Step 5 - Test phase



Even though we place the test phase as the fifth step in this document, testing might be the most important phase of the entire project. Testing does not start and stop in one specific place.

Testing starts as soon as we start the design. Your design has to be seen by people, so that there is feedback and we can streamline the usability. Ask your friends, customers, colleagues, ... what they think of the design. We will do the same thing to make sure your design is sound.

Also during the development, testing is continuously on our minds. After all, it's impossible to develop something without making sure it works.

The reason we mention testing in this spot in the cycle is because we would like to meet with you after the development. During that meeting we will test the entire project and finalize it. Once you have given your consent and you are happy with the project, we will continue with the next step.

Step 6 - Completion



The moment has arrived, the project has been tested and can be put online. Depending on who you would like to take care of your hosting needs, we put the site online ourselves or we will deliver the files so you can upload them to your webhost of choice.

Step 7 - Maintenance and final review



Shortly after completion we meet with you for a final review of the project. Did you enjoy working with us? How was the communication? Have you received comments or compliments about your new website so far? If we have the answers to these questions we will send you a final report in which you'll find the entire development process.

Bugs discovered within the first six months after completion which were not sifted out in the testing period will be fixed by us free of charge.

If you wish to make changes or require maintenance to be performed on the site after completing the project, feel free to contact us. We will be happy to work with you again.

In conclusion

Thank you for taking an interest in Creathings. If you have any questions or would like to talk to us about your project, do not hesitate to contact us using the information below.

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