

Design Kick-Off Meeting Details

Greetings from Revize,

Thank you again for choosing Revize as your web development partner! The next step in the website process will be our design kick-off meeting.

During our kick-off meeting, you will be meeting with a Revize Designer to talk about your design preferences for the new website. The meeting typically lasts about 30 minutes and is conducted through an online webinar. Our kick-off questionnaire should be completed before this meeting and will serve as the discussion material for our meeting. One of the main questions we focus on is the question that asks you to find three (3) websites you like for any reason. These could be municipal websites, county websites, or websites completely unrelated to government. We will ask you which design elements you like, which ones you do not like, and what you would like to see in your new website. This is a great way to facilitate an active discussion and allows our team to take useful notes.

With the information from this meeting, the Revize Design Team will get to work on an initial design mockup. The mockup will be designed 100% from scratch and is typically delivered about 3-4 weeks after the Kick-Off Meeting. Before providing it to you, our team puts it through a rigorous internal review process. This helps to ensure quality and creativity. After this process is complete, Revize will provide a homepage mockup to your team for review.

You will then have the opportunity to request changes to the mockup. You should create a single bulleted list and upload it to our online project portal. Revize will review the list and request clarification if necessary. Typically within 1-2 week after review, the Revize Design Team will provide an updated mockup. We will continue along this iterative process until we have your formal approval. When you are satisfied with the design concept, you will need to post an affirmative approval statement in the project portal. A post similar to "We approve this design as final, please move forward on the next steps of the project" would be sufficient.

Note: You should plan to approve the mockup within three (3) rounds of iterations. Any more than that will affect the project timeline.

What we need from you before meeting:

- Register in the Revize Project Portal (Required)
- 15-20 High-quality photos (Upload to the files tab in the Project Portal)
- 1 design questionnaire completed (Upload to the files tab in the Project Portal)
- A confirmed date and time for the kickoff meeting (Required)