

## PROJECT LIFECYCLE PHASES

- 1) Initial Consultation – an initial meeting with all ChiuGroup team members and the client to determine the exact needs of the client, the client’s vision and goals, the services ChiuGroup can offer, and whether ChiuGroup will be a match for the client. Included in this initial consultation is an assessment of the culture, philosophy, branding, and image of the client to determine how ChiuGroup can best serve the client.
- 2) Review of Requests / Planning Stage – Following the initial consultation, the ChiuGroup team meets to review each individual aspect of the client’s project, how to best approach each aspect, and to develop solutions to each of the client’s needs. A full project timeline, plan, description, quote, along with any additional documents, notebooks, and files will be drafted and sent in a package to the client for review.
- 3) Solution Wireframe / Prototype Development (*if applicable*) – Once the client decides to follow through with the project, the ChiuGroup team develops a wireframe and prototype for any production services requested. Progress is continually updated daily, with real-time progress tracking available for the client through the ChiuGroup Client Portal. The wireframe and prototype serve as a basic skeleton for how the final product will function, and will stress design and aesthetics less than the functionality of the solution.
- 4) Solution & Product Development – Upon approval of the prototype / wireframe (if applicable), the full production of the project begins. This includes building up the content of the product from the prototype, implementing specific systems and designs, and finalizing all details for the product. This is usually the longest phase of the project lifecycle.
- 5) Solution & Product Testing – Once the solution and product is complete and delivered to the client, the client will test the full solution and product over a defined period of time. Any enhancements, fixes, additions, and adjustments to the solution and product are addressed during this time.
- 6) Solution & Product Deployment – Upon the confirmation of project completion, the finalized product and solution will be delivered to the client, and made live for full use by the client. This may include officially implementing a system across all networks, making an entire website / web portal live, rolling out new marketing campaigns to the public, or submitting final revisions of any content product.
- 7) Regular Maintenance, Program Evaluation – Following the deployment of the solution and product, if the client so chooses, ChiuGroup will perform regular maintenance on the product as determined by the client.