

Web Site Timeline
2006 Infiniti National Dealer Meeting
 Santa Barbara, CA
 Program # 759446

Version One: 6/26/2006

The intent of this timeline is to assist Infiniti and Maritz to meet the indicated date for this website. If any information becomes available earlier than the date requested, please forward it to the appropriate individual. Please review in detail the entire timeline and note what applies to you. If you have any questions please contact your Travel Systems Project Manager (TSPM) immediately.

Description	Responsibility	Target Date	Adjusted Target Date	Completion Date
Travel Systems Project Manager (TSPM) to supply initial web site timeline.	Michael Quigley	Monday, June 26		6/26
* Operations provides TSPM w/ graphical direction and outlines key individuals.	Torrance Creative	Tuesday, June 27		
TSPM supplies Operations with initial Functional Specifications Document for review & direction.	Michael Quigley	Wednesday, June 28		
Creative Producer conducts initial turnover meeting with Designer & Writer. Graphical & Copy direction is given at this time as well as all applicable files, Logos, etc.	MTC - Creative Producer	Wednesday, June 28		
* Design team submits design to Creative Producer.	MTC - Designer	Monday, July 10		
Creative Producer supplies Marketing with initial Design Document containing visual samples and Pretrip verbiage outline for review and direction.	MTC - Creative Producer	Monday, July 10		
* Marketing provides Creative Producer with direction on the initial Design Document.	MTC - Marketing	Thursday, July 13		
* If applicable, Design Team to supply Creative Producer with revised graphics based on client feedback of initial Design Document.	MTC - Designer	Monday, July 17		
* If applicable, Creative Producer to supply Marketing with revised Design Document for review and sign-off.	MTC - Creative Producer	Monday, July 17		
* Operations provides TSPM with sign-off on the Functional Specifications Document authorizing programming to begin. Note: Any verbiage changes, field additions or deletions, drop down value additions or deletions after programming has started will not be addressed until the test phase, and could delay the projected live date.	Mike Punchios	Wednesday, July 19		

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* Marketing provides Creative Producer with sign-off on the Design Document.	MTC – Marketing	Wednesday, July 19		
* Designer to supply Creative Producer with <u>final</u> Marketing approved site graphics.	MTC - Designer	Thursday, July 20		
* Writer to supply Editor with Operations approved pretrip copy.	MTC - Writer	Thursday, July 20		
Creative Producer to supply Editor with approved site graphics.	MTC – Creative Producer	Thursday, July 20		
Internal Website Turnover Meeting. TSPM turns-over Functional Specifications Document and additional requirements / direction to Developer, Editor and Tester.	Michael Quigley	Friday, July 21		
Programming begins on Registration & Reports (Lock Down) Note: Any verbiage changes, field additions or deletions, drop down value additions or deletions after programming has started will not be addressed until testing begins, and could delay the projected live date of this site.	Michael Quigley	Friday, July 21		
TSPM provides Operations with approved Load Template for use in supplying both Test & Production Loads.	Michael Quigley	Monday, July 24		
* Operations supplies TSPM with Test Load in correct load format.	Mike Punchios	Friday, July 28		
Creative Producer conducts usability review of graphics and pretrip verbiage.	MTC – Creative Producer	Tuesday, August 1		
Web Team moves registration & reporting sites to Test Environment and Web Team testing begins.	Michael Quigley	Tuesday, August 1		
Web Team provides access to Operations for external testing of registration & reporting sites. Test URL will be distributed at this time. <i>Review and inform Web Team of changes at earliest convenience.</i>	Michael Quigley	Monday, August 7		

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* Operations supplies TSPM with Web final changes to registration site. <i>(Depending on the complexity of the changes, the live date of August 15, 2006 may be jeopardized).</i>	Infiniti	Thursday, August 10		
If applicable, final changes to sites (depending on complexity) are completed and up on test sites for review.	Michael Quigley	Friday, August 11		
* Operations supplies TSPM with Production Load in correct load format. Note: MTC-Web Team will need a minimum of two (2) working days to process the Load Information. The live date of August 15, 2006 will be jeopardized if this information is not received by 12 noon CST today.	Mike Punchios	Friday, August 11		
* Operations provides TSPM with sign-off indicating approval of sites and authorizing to move to Production.	Infiniti	Monday, August 14		
Registration site & standard reports move to Production (Live).	Michael Quigley	Tuesday, August 15		

* **This information must be received by 12 noon CST on the dates indicated above. A delay in receiving this information could delay the targeted live date.**