



# PROJECT MANAGEMENT CHECKLIST

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## NSITE POWER CONNECTOR – QUICK GUIDE

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### ◆ YOUR ROLE

You manage the client.  
Nsite manages the build.

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### ◆ 8-STEP PROCESS

1. Client signs + selects package
  2. Help client choose template
  3. Set up Google Drive
  4. Collect ALL content
  5. Organize everything properly
  6. Submit to Nsite
  7. Manage revisions (3 rounds)
  8. Approve + launch
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### ◆ YOUR RESPONSIBILITIES

- ✓ Client communication
  - ✓ Content collection
  - ✓ Organization
  - ✓ Revision coordination
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## ◆ DO NOT

- ✗ Submit incomplete content
  - ✗ Send scattered revisions
  - ✗ Let clients delay uploads
  - ✗ Contact developers directly
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## ◆ CONTENT CHECK (BEFORE SUBMITTING)

- ✓ All pages have content
  - ✓ Images uploaded and labeled
  - ✓ Branding included
  - ✓ No missing sections
  - ✓ Everything organized
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## ◆ REVISION RULE

- 👉 Always send ONE consolidated list per round
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## ◆ COMMON ADD-ONS

If client needs help with:

- Copywriting
- Stock images
- Video creation

- 👉 These are **extra services**
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## ◆ SUCCESS FORMULA

Organized content + clear communication = fast, smooth launches

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## QUICK PITCH

“I’ll guide you through everything, collect your content, and our team will handle the entire build for you.”

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