



WEBSITE PROJECT CHECKLIST

Your step-by-step guide to managing a website build from signing to launch.

Nsite Spark Connectors • Project Manager Quick Guide • June 2026

Your Role

You manage the client. Nsite manages the build.

Your job is to guide the client, gather everything the build team needs, and shepherd the project to a clean launch.

The Step-by-Step Process

1. **Confirm signed client + package.**
2. **Help the client choose a template.**
3. **Set up the shared Google Drive.**
4. **Collect ALL content** — use the Content Check below so nothing is missing.
5. **Collect the client's domain login details.** Sonia handles the actual connection — you just gather the logins.
6. **Organize everything** in the standard folder structure — clearly labeled, nothing scattered.
7. **Submit the complete package to Nsite.** Once all info is collected, Sonia submits it to the developer — you never contact the developer directly.
8. **Manage revisions** — one consolidated list per round, up to 3 rounds.
9. **Approve the final build, then launch.** Sonia connects the domain and sets up hosting.
10. **Coordinate the final launch meeting.** Bring all parties together and attend. Sonia leads the platform training; you train the client on the shared Google Drive.

Your Responsibilities

- ✓ Client communication
- ✓ Content collection (including domain login details)
- ✓ Organization
- ✓ Revision coordination
- ✓ Coordinating the final launch meeting (all parties) and attending
- ✓ Training the client on the shared Google Drive

Content Check — Before Submitting

Website builds stall when something's missing. Confirm every item before you submit to Nsite.

- ✓ All pages have content
- ✓ Images uploaded and clearly labeled
- ✓ Branding included (logo, colors, fonts)
- ✓ Business contact info and hours
- ✓ Service areas / locations served
- ✓ Social media links
- ✓ Testimonials or reviews
- ✓ Legal pages (privacy / terms), if needed
- ✓ Domain login details collected
- ✓ Everything organized — no missing sections

Revision Rule

Always send **ONE consolidated list** per round. Up to 3 rounds. Never send scattered, one-off change requests.

Do Not

- ✗ Submit incomplete content
- ✗ Send scattered revisions
- ✗ Let clients delay uploads
- ✗ Contact developers directly
- ✗ Attempt the domain connection or hosting setup yourself — that's Sonia's job

Domain & Hosting

You collect, Sonia connects.

You collect the client's domain login details and pass them along.

Sonia handles the domain connection and the hosting setup — don't attempt either yourself.

Note: PMs and salespeople do not earn commission on hosting.

Launch & Client Handoff

At launch, Sonia connects the domain and sets up hosting. Then a **final launch meeting** brings everyone together:

- **You coordinate the meeting** with all parties and attend.
- **Sonia conducts the platform training** — walking the client through their finished website and how to edit it themselves.
- **You train the client on the shared Google Drive.**

If the client would rather we handle updates

General content updates: **\$99 per hour.**

Monthly package: quoted on request.

Support After Launch

For help after launch, the client reaches out to their **PM** or **salesperson**, or emails **Contact@NsiteTechStudios.com**.

Common Add-Ons

During the build, if the client needs any of the following, these are **extra services**:

- Copywriting
- Stock images
- Video creation
- Extra photo galleries
- Image creation services

Success Formula

Organized content + clear communication = fast, smooth launches.

Quick Pitch

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

Helping Businesses Grow. Building Recurring Income Together.