

**The Webmaster Guide to Project Documentation:  
Outsourcing Relationship Management  
By: Mian Sami**

**Editors' Note and Dedication**

**I dedicate this work to the memory of our beloved father,  
Sir N. M. Haleem.**

# The Webmaster Guide to Project Documentation: For Outsourcing Relationship Management

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## **Copyright Information**

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## Introduction

### Scope

*The Webmaster Guide to Project Documentation – For Outsourcing Relationship Management* is a practical, streamlined blueprint for starting up and finishing Survey.

### Target Audience

*The Webmaster Guide to Project Documentation – For Outsourcing Relationship Management* is written for the early stage freelancer, for the dislocated professional who has decided to startup a freelance business, and for the skilled worker who is involves in the freelance business option while still employed. The authors anticipate a reader who has a marketable skill, a sense of urgency, and who will copy intelligently and customize as appropriate.



### Authors' background

I am technology industry executive now i reinvented myself as independent consultant. During my transition from employee to consultant, i faced and resolved many of the issues that challenge the lone consultant. *The Webmaster Guide to Project Documentation* is my journey stripped of mistakes, distractions and unnecessary spending.

## 2. SIGNATURES

### **CERTIFICATION OF FINAL ACCEPTANCE:**

Date of Final Acceptance: 08-01-2011

By signing this project evaluation checklist, MIAN SAMI and SIAL MEDIA certify that the completed package delivered to MIAN SAMI has been inspected by MIAN SAMI, is found to be in working order consistent with the project scope accepted, contains all work requested, along with all corresponding modifications to said work as delivered to SIAL MEDIA throughout the development process, such that the project is now deemed to be complete and SIAL MEDIA has satisfied all of its contractual obligations to MIAN SAMI for Web Design and Development. To further communicate this understanding, each item listed above must be marked with "C" as per the legend identified on page 4 of this checklist to satisfy the final acceptance criteria of this checklist and project obligations as contracted for between the parties. MIAN SAMI further agrees that SIAL MEDIA shall be entitled to receive any and all remittance remaining for this project in accordance with the payment terms agreed to prior to the commencement of this project, or as may have been adjusted during the development phase of this project. MIAN SAMI agrees to release SIAL MEDIA of any further obligations regarding Web Design and Development, except as may be provided by developer listed warranties agreed to prior to the commencement of this project, and any requests made by MIAN SAMI after the signing of this project evaluation checklist will be considered a new project wherein a new quote and payment will be required for the completion of the tasks requested by MIAN SAMI.

## ➤ COMMERCIAL QUESTIONNAIRE

**PURPOSE OF QUESTIONNAIRE:** The below questionnaire is designed to provide responses that will assist SIAL MEDIA in delivering the most effective marketing plan to MIAN SAMI based on your present marketing endeavors, target audience, new or updated website design, industry trends, and your precise needs. Please provide responses that are accurate and detailed as possible, so that we may return a strategic plan designed to facilitate and foster the growth of your organization via your online presence and/or real world branding and identity.

1. Please provide a brief description of your industry and target audience/market:

**ANSWER:**

2. Please provide a brief description of the demographics of your current and intended target audience/markets (i.e. age, gender, education, income, interests, technological proficiency, geographic location, etc.).

**ANSWER:**

3. Please provide a brief description of the psychographics of your current and intended target audience/markets (i.e. values, philosophy, interests, character, possible religious or spiritual affiliations, etc.)

**ANSWER:**

4. Do you have an advertising agency, marketing firm, or public relations group? If so, will they be involved in the creation or redesign of your website and/or graphics project?

**ANSWER:**

5. How do you intend to promote your website, attract visitors, and drive users to your website?

**ANSWER:**

**“If it isn’t in black and white, it never happens”**