

# Implementation Checklist

## Classico Digital - Project Execution Guide

### ■ Project Kickoff

- Finalize project scope and deliverables
- Assign internal team members
- Set project timeline and milestones
- Conduct kickoff meeting with the client
- Define communication channels and frequency

### ■ Design & Prototyping

- Collect brand assets (logo, colors, fonts, etc.)
- Create wireframes/mockups for UI/UX
- Get client approval for design drafts
- Revise and finalize design files

### ■ Development

- Set up development environment
- Choose tech stack based on project scope
- Start development (Frontend + Backend)
- Implement mobile responsiveness
- Conduct internal code reviews

### ■ Testing & Quality Assurance

- Functional testing (features & workflows)
- Performance testing (speed, scalability)
- Compatibility testing (browsers, devices)
- Bug tracking and resolution
- Client review and feedback cycle

### ■ Deployment

- Set up live server or hosting platform
- Migrate data/content
- Final deployment approval from client
- Go live and confirm all features work

### ■ Training & Handover

- Provide system documentation
- Conduct user training sessions (if applicable)
- Share credentials and access control
- Support handover plan discussed

### ■ Post-Launch Support

- Monitor system for errors after launch
- Offer ongoing support or maintenance plan
- Schedule performance reviews or optimization meetings