TASK DETAILS	
Title	**CREATING AND MANAGING THE COMPANY WEBSITE**
Type	TEAM
Activity Stage	BUSINESS PROCESS
Department	**IT & DESIGN**
Duration	RECURRING

LEARNING OBJECTIVE	OUTPUT
	Company's Official Website

INTRODUCTION

A website serves as a window of information and promotion for a company that can be accessed anytime, anywhere, and by anyone. The appearance of the website often influences people's perceptions of the company.

No	ACTIVITY

1	**Website Concept Discussion**
	
	• The Chiefs of IT & Design and department specialists hold a discussion to plan the website, guided by the following questions:
	
	   o What should be displayed on the website? Look at examples of well-designed websites and list the information that should be included.
	
	   o Are materials such as product descriptions ready? Discuss with the marketing department.
	
	   o Which website provider will be used? Paid or free? Carefully research website providers like Weebly, Wix, WordPress, or others that fit the company's needs.
	
	   o Who is your target audience? Adapt the website's tone while maintaining proper etiquette.
	
	   o What theme should the website use? There are many ready-made templates available from these providers—choose one that matches your company's theme.
	
	   o How many days will it take to complete the website? Set a prioritized completion timeline.
	
	   o Who will be responsible for the completion?

2	**Collecting Content Materials**
	
	• The Chiefs assigns department members tasks according to their expertise to:
	
	   o Collect written and photo materials from other departments to be featured on the website.
	
	   o Review language use for clarity and correctness.
	
	   o Research and recommend website providers and note any requirements for website creation (e.g., company email).

		o Design the website concept based on the selected theme that aligns with your company.
3		**Presenting the Website Concept to the CEO and COO** The Chief schedules a meeting with the CEO to present the website concept (theme, homepage layout, photo placement, backgrounds, etc.) to all employees before proceeding further with the website development.

REFERENCE

Free Website Providers

- Wix https://www.wix.com/
- Weebly https://www.weebly.com/
- Wordpress https://wordpress.com/

Free Image Resources

- Tripod Image Gallery http://build.tripod.lycos.com/imagebrowser/index.html
- Free Stock Photos.com http://www.freestockphotos.com/
- Freebyte http://www.freebyte.com/

TASK TEMPLATE

-