



our working process during covid-19

Our online planning and development process 2021/22



online planning

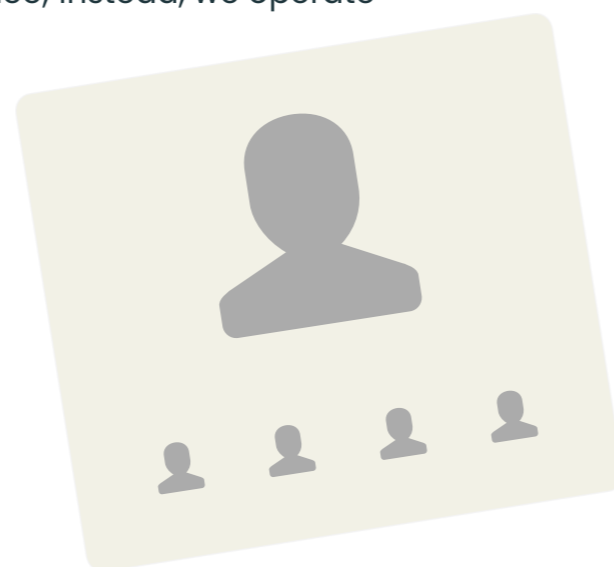
In light of the ongoing COVID-19 situation, we have made a number of changes to our website design planning process. These changes will ensure that we can continue to offer a cohesive planning and development process without disruption.

Our set-up

Suspire Media do not work from a shared central office; instead, we operate from our own individual studios or offices. We have always worked this way and therefore do not anticipate any disruption or difficulties providing services. All of our team members have over 20 years of experience and offer a specific set of digital design skills.

Online planning

Like many, we are trying to reduce the enormous pressure on our health service by observing social distancing recommendations. Therefore, until further notice, all face-to-face planning sessions will be conducted remotely via video conferencing software such as Skype, Zoom, Teams etc. Online meetings will be quickly set up and scheduled around your team's availability. If you have any questions, contact us on 01747 832243 or info@suspire.co.uk.



1

Introduction Meeting: Our first meeting is an informal 'discovery session', generally attended by the primary stakeholders. It is often conducted before the submission of a quotation/proposal. During this session, we will discuss the requirements of the project, consider any potential challenges and review the website development process. We will also use this meeting to get to know each other and ask/answer questions.



2

Target Audience Meeting: After the quotation is accepted, we will conduct our first planning session. During this meeting, we will focus entirely on your target audience. We will learn who they are and what they want to achieve. We will also try to prioritise any audience sub-groups and identify browsing environments and devices used.



3

Site Mapping Meeting: Now that we know your audience, we can identify and then prioritise pages by developing and refining a website map. The website map will enable us to identify the required page layouts, design a coherent, hierarchical site structure and plan navigation. We will also discuss functionality, accessibility, usability and develop a Search Engine Optimisation (SEO) strategy.



4

Website wire-frames and page templates: Prior to this meeting, you will have received a number of digital webpage templates. During this session, we will concentrate on these screens and discuss; identity, colour, typography, graphics, photography and page content. The feedback we receive during this session will help us refine, adjust and improve the page templates.



suspire about

About Suspire Media

Suspire Media was established way back in 2001, with the primary aim of providing affordable, high quality, bespoke web design services to London based non-profit organisations, charities and small business. We continue to work primarily in the London area, however, we now also supply web design services to individuals & companies from all over the UK and beyond.

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We are based near Salisbury, Wiltshire. Only 1 hour 30 minutes from London, 70 minutes from Bristol and 45 minutes from Bath.

