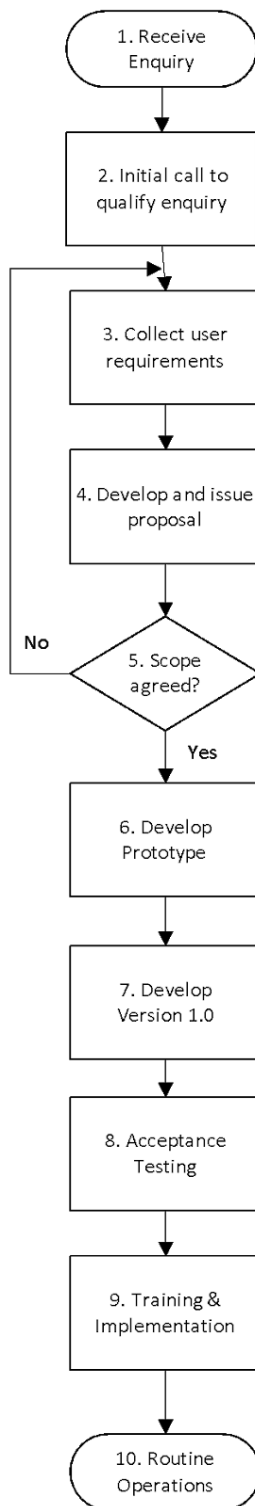


## Project Development Methodology



1. Direct enquiries, from websites or Knack.

2. Our developers will contact you to confirm whether we can provide a suitable solution.

3. Typically, the following information is required for us to develop a Proposal.

- Project objectives and outcomes
- Example spreadsheets and reports
- Workflows and procedures
- Number of users and roles
- Levels of security required
- Details of required functionality
- Timescale for project delivery
- Training requirements

4. We will generally provide a written proposal before any prototyping is carried out. The proposal is important to confirm that we have understood the client requirements.

5. The client is required to provide written confirmation of their acceptance. If there are changes needed the proposal is modified and re-issued.

6. Our Developer will construct a prototype on the agreed platform, either on our database or the client's database.

7. Agree scope of any changes to client requirements for development of the released version 1.0

8. Client assesses system matches requirements

9. Any training required is completed and the database version 1.0 is put in operation

10. Database fully operational in routine use

