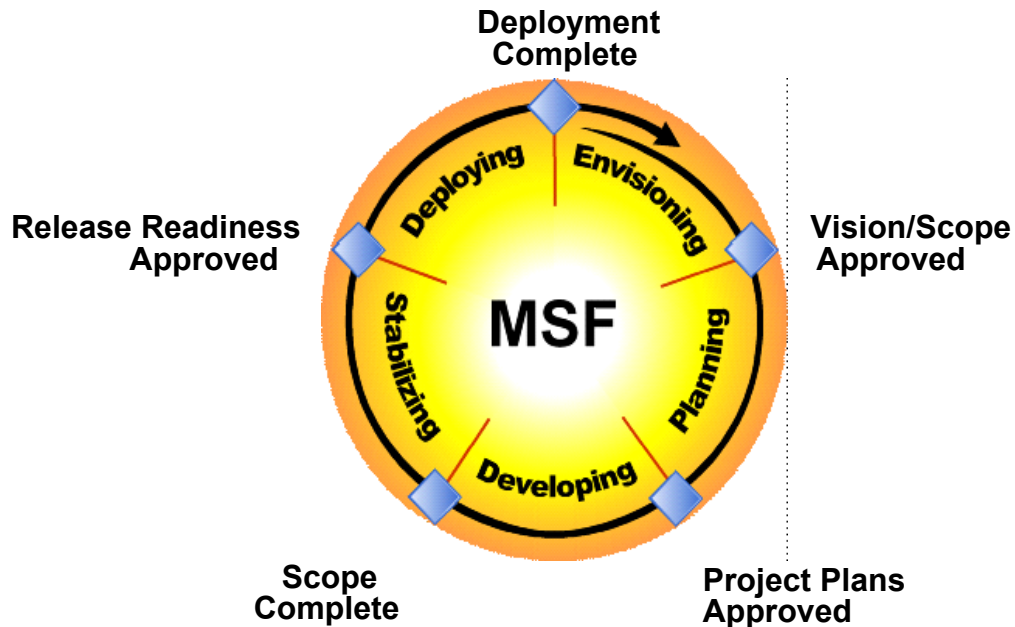


## Project Process



**Figure 1 Phases in project**

To ensure successful projects, it is essential to define clear and understandable processes. At NETMedia, we differentiate 5 main phases (according to Microsoft Solution Framework) which are:

1. Envisioning  
In this phase, all processes and activities are executed to define the project and to have the proposal approved by the client. Finally the approved project will be a formal project with approved budget so planning can be started.
2. Planning  
In this phase, planning is being done on project level and on company level (resource planning) so given timelines and budget can be met.
3. Developing  
In this phase, all processes and activities are executed to complete project scope. This means development, project management, unit testing, managing scope, approval for formal documents etc.
4. Stabilizing  
This phase starts after project scope is complete (all features are developed) and includes: testing the complete solution, bug fixing and conducting the pilot.
5. Deployment  
In this phase, all processes and activities are executed for the deployment of the project. This means that we need to close the project internally and deliver it to the client by sending a formal project closure letter and the invoice. At the end the project will go to operational/maintenance mode. If client want a Service Level Agreement (SLA) the output for this phase is also a signed SLA.