Requests for site wide changes to layout and/or design are considered Redesign requests must be requested by your Client Success Manager as a new project to the Activations team.

**Overview**

Any request to update 2 or more of the following:

- Major layout changes
- New pages
- Content updates
- Addition of corporate navigation where it does not exist for IR site
- Additional widgets
- Widget customization

**Timeline/Phases**

Please allow for at least 3-4 weeks for design, 3-4 weeks for development/qa and 3-4 weeks for site acceptance = 9-12 weeks

The backlog for this type of request is 4-6 weeks to start development.

<table>
<thead>
<tr>
<th>Design</th>
<th>Development</th>
<th>Site Acceptance Period</th>
<th>Site Deployment</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-4 weeks</td>
<td>3-4 weeks</td>
<td>3-4 weeks</td>
<td>1 Day</td>
</tr>
</tbody>
</table>

**Planning Phase**

- Client must provide Q4 with the new styleguide or access to corporate website staging link if not hosted by Q4
- Provide us with design files if you have them. We can except the following formats:
  - Figma, Sketch, Adobe XD (please ensure that all files are marked for export which guarantees the developers can access)

**Design Phase**

- 1 desktop mockup is created to show the changes requested

**Development Phase**

- Q4 will make the updated changes to a cloned cms and will share the new beta website link and credentials for site approval.
- 2 rounds of feedback are included in the project

**Approve to Launch**

- Client provides the date and time to launch the website changes.