

CMS Enterprise Onboarding



| CMS Hub Enterprise Onboarding | Task Overview | WK 1 | WK 2 | WK 3 | WK 4 | WK 5 | WK 6 | WK 7 | WK 8 | WK 9 | WK 10 | WK 11 | WK 12 |
|--|---|------|------|------|------|------|------|------|------|------|-------|-------|-------|
| Basic Technical Setup + Reporting Review | <ul style="list-style-type: none"> - Traffic and website analytics - Custom reporting to track KPIs & site performance by domain - Website speed and security best practices/tools | █ | | | | | | | | | | | |
| Strategy Workshops - Personas, Site Spec & functionality | <ul style="list-style-type: none"> - Content strategy - Lead capture and conversion paths - Optimised site architecture - CMS Memberships | █ | █ | █ | █ | | | | | | | | |
| Content Creation | <ul style="list-style-type: none"> - Page copy creation (supplied by client) - Content optimisation for search and user intent | | █ | █ | █ | █ | | | | | | | |
| Design & Build | <ul style="list-style-type: none"> - Page type designs - Template development | | █ | █ | █ | █ | █ | █ | █ | | | | |
| Sign-off + Content Migration | <ul style="list-style-type: none"> - QA + Client sign-off - Client led migration of content | | | | | | █ | █ | █ | █ | | | |
| Launch Support | <ul style="list-style-type: none"> - Pre launch checks - Go live - Post launch checks - Dynamic page testing | | | | | | | | | █ | █ | █ | █ |
| User Training, Documentation & Handoff | | | | | | | | | | | | █ | █ |

*These time estimates are based on a standard best case CMS migration. Complex design or functionality, multilingual sites, multiple design amends, late sign-off on assets or slow turnaround on client supplied content will stretch these ideal timings. We will always scope and make note of any needs or requirements before starting any project, any related milestones or deadlines will be updated accordingly.

<https://www.noisylittlemonkey.com/hubspot-CMS-onboarding>

