What to Look for in a Web Developer: 6 Tips on Choosing the Team to Make or Manage ... Page 1 of 5

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 <u>Franchising</u> <u>Home-Based</u> <u>Business</u> Sell My Business 	The cost of creating a website can be tough on small busine there are ways to minimize the price tag. When Kellee Johr launched the website for The Ballast Group, her Chicago-b	nson

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The cost of creating a website can be tough on small businesses, bu there are ways to minimize the price tag. When Kellee Johnson launched the website for The Ballast Group, her Chicago-based communications business, she says, "I looked for a very economical choice—a small Web development firm that could build a template." That meant they delegated while she dropped in text and graphics herself.

But if you run a B2B or e-commerce business that requires a website with a database or lots of links, spending more upfront will pay off in the long run. Either way, take steps to help ensure that the team you select matches your business needs:

Step 1. Get to know the team

Start by familiarizing yourself with the different roles of each team member. Who's writing the **code**, who's doing **layout** and who's

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watching the **budget**? You'll get a sense of how they work together by asking for examples of the firm's success in solving business problems.

Some sample questions:

- Do you handle search engine optimization and marketing?
- What social media do you recommend building into the site, and • Customer Service & can you guide me through that process?
 - Is your application development done in-house?

Also, find out how updates to the site will be made and what content management you can do yourself.

Step 2. Check out portfolio and references

Who have they worked with? A range of experience with clients of varying sizes is ideal. Since their work is visual, many developers include links to previous work on their site. When you visit those sites, check out their page load times, search engine indexing or other signs of the firm's work.

Also, Johnson suggests asking references questions that will tell you about their experience working with the firm. "Start with the low-hanging fruit," she says:

- Do they give good creative advice?
- Do they tell you about best practices in the industry?
- Do they keep confidentiality?

Step 3. Hold multiple meetings

Now Johnson selects developers for her clients, starting with a 30-

• Training & Retention minute needs assessment to discuss the basics of the project. "I'd

want to see their work, meet them in person and talk to a few clients," she says. "It's probably three meetings and a couple phone calls before hiring."

As you go more into depth, ask what programming and scripting languages they've used. Find out how they'd handle any applications, plug-ins or databases. Even if you're not a tech expert, their answers could give you more confidence-or less-about their abilities.

Step 4. Discuss milestones

- Disability & Workers
- Compensation Insurance • Health Savings
- Accounts
- Legal Help

Some Web developers offer to build sites in six weeks or less, but Johnson advises clients to allow several months at least. To set a realistic timeline, discuss important milestones in the development of the site. You'll want to check in after the preliminary design stage, view internal pages and test any features or application

• Labor Laws & results along the way.

Regulations

- Copyright, Patents & Step 5. Work protective language into the contract Trademarks
- Lawyers & Legal AidConsider building financial penalties for not getting the job done on
- Legal Tips time into your contract, as well as incentives as motivation to
- Lawsuits & Liability expedite the project. "It's also important to have an exit clause that
- Immigration says both parties can back out of the project" if things aren't working out, says Johnson.
- Owners & Leadership
 - Continuing Education

Step 6. Think long-term

- Small Business Leadership
- Networking & Advisers

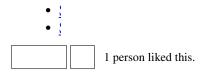
Remember, this could be a lasting relationship. After all, your site will need to be updated regularly and might require occasional problem-solving.

- Strategy & Planning
- Stress Management & Work-Life Balance

"The chemistry in any relationship has to be there," says Johnson, who advises seeking tenure in their client base, as well. If they tend to keep clients for 18 months or longer, they're probably doing

- Organization & Time something right. Management
- Employee Reviews The more you understand each firm's approach to building & Motivation websites, the better your chances of finding the perfect match.
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