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10 Essential Steps of Website Project Management

1. **Defining the scope** - A web project can be big or small, but you want to determine when starting out: what are the goals, the deliverables, and the deadlines?

2. **Building a timeline** - This is where you break the project into tasks, estimate the time needed to complete each, and create a schedule for completion.

3. **Assigning roles and responsibilities** - Who are the parties involved in the project, and who does what? This extends not just to the team and project manager, but to the client, as they may need to provide essential inputs for the project to proceed.

4. **Creating a budget** - All costs must be taken into account, from design and development to hosting and maintenance after launch.

5. **Communication and working together** - Team meetings, status updates, and other lines of communication will keep everyone on the same page and the project moving forward.

6. **Managing risks** - Anything can happen. A good project manager anticipates and plans for mishaps. And getting the aforementioned steps right can go a long way towards mitigating risk.

7. **Testing and quality assurance** - Before handing over the project, it is essential to test all functionalities. Go through the thing as if you were a user; put it through its paces and ensure everything is working as it should.

8. **Launching and maintenance** - Once a project is ready to go public, you'll need a plan for future and ongoing maintenance. Does it need updates? Security patches? Determine what's needed to keep it functional.

9. **Managing client expectations** - Make sure goals are clear from the get-go, that updates are timely, and that concerns or questions get answered.

10. **Learning from finished projects** - Reflect on projects you've completed - what worked well? What could be better? This will help you continually improve your process and will contribute to the success of future projects.

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