



## BigCommerce Catalog Checklist

As you work with Marketing 360, your Data Provider, and BigCommerce to set up your new online store, you will have tasks along the way that you are responsible for completing. Below is a checklist outlining all of your tasks and which phase of the project they will need to be completed, so you can look ahead to identify the best resources to assign to the project and plan time accordingly. Please also identify a project lead who will be the main point of contact for the project. For questions regarding your project timeline or task specific due dates, please contact Tracy Riley at [tracy.riley@madwire.com](mailto:tracy.riley@madwire.com).

Showroom Project Lead: \_\_\_\_\_

Task	Status/Notes	Assignee	
<b>PROJECT SETUP PHASE</b>			
Sign required contracts			<input type="checkbox"/>
Data Provider			<input type="checkbox"/>
Marketing 360			<input type="checkbox"/>
Kickoff Call with Data Provider			<input type="checkbox"/>
Kickoff Call with Madwire/Marketing 360			<input type="checkbox"/>
<b>PRE-BUILD PHASE</b>			
Attend Data Provider Trainings			<input type="checkbox"/>
Set up Vendors/Pricing with Data Provider			<input type="checkbox"/>
Finalize vendor ranking with Data Provider			<input type="checkbox"/>
Send Assets to Madwire for BigCommerce site			<input type="checkbox"/>
Let Madwire know who will be person in charge of BC store setup			<input type="checkbox"/>
Build out Product Attributes (if using, included in Training)			<input type="checkbox"/>
Ask Data Provider to send final, approved feed to Madwire			<input type="checkbox"/>
Decide between a BigCommerce site only or a lead gen and a BC site			<input type="checkbox"/>

Big Commerce Contract Signed			<input type="checkbox"/>
Send BigCommerce Logins to Madwire			<input type="checkbox"/>
<b>BUILD PHASE</b>			
Provide any assets requested for website build			<input type="checkbox"/>
<b>REVIEW PHASE</b>			
Big Commerce Training - Hour 1			<input type="checkbox"/>
Big Commerce Training - Hour 2			<input type="checkbox"/>
Big Commerce Training - Hour 3			<input type="checkbox"/>
Complete shipping, payment and tax settings in BigCommerce			<input type="checkbox"/>
Review and test Online Store Website			<input type="checkbox"/>
Work with your Marketing Executive to customize existing non-catalog site to support Online Store launch <b>OR</b> review fully integrated BC site			<input type="checkbox"/>
Install Klaviyo App in BigCommerce			<input type="checkbox"/>
<b>LAUNCH PHASE</b>			
Set up subdomain for BigCommerce Online Store (If required)			<input type="checkbox"/>
Approval to take Big Commerce Online Store live			<input type="checkbox"/>
<b>POST LAUNCH PHASE</b>			
Big Commerce Training - Hour 4			<input type="checkbox"/>
Big Commerce Training - Hour 5			<input type="checkbox"/>
Big Commerce Training - Hour 6			<input type="checkbox"/>