

SEO | Search Engine Optimization ~ Certificate ~

The most advance & independent SEO from the only web design company who has achieved 1st position on google SA.

Template version: 2nd of April 2016
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Certificate added to domain on the: 21/02/2017
URL of Certificate: <http://fresh-sprouts.com/WD2016SEOCertificate.pdf>

Domain: <http://fresh-sprouts.com/>

Notes:

Search Engine Optimization (otherwise referred to as S.E.O.) is when certain principles, tasks and actions are taken to influence search engines to understand and better rate a website and its pages for position/s on their search results.

SEO is one of three types of three main web marketing tools: PPC, SEO and Affiliate/Socail.

SEO can broadly be divided into two sections:
Steps and tasks that can only be done once
Steps and tasks that can be repeated.

R.P.D. (Research, Plan and Development) is our own acronym we give to broad variety of tasks / tools and software we use related to the processes we follow to analyze and research your website and its pages, its products and services, its content, structure and general quality in context of the current market as well as against primary competitors (websites and pages with better positions on search engines for primary search phrase). Based on data and research we then plan which SEO tools and tasks to use to actively target and actively achieve better positions This is a step missed by nearly all SEO and web design companies and is the reason SEO results can be slower than they need to be and more costly in the long run.

RPD can be implemented at different levels depending on the competitiveness of the market. It can also be repeated in part from time to time. We recommend at least every 2 years, or whenever a search engines make major changes to their algorithms.

No traditional or physical SEO is done during the RPD phase.

Setup. This is the phase of steps and tasks that can broadly only be done once. This is the first phase SEO work is physically done. Not all set up steps and tasks need to be done on all websites and pages, and in fact can have a negative effect if done incorrectly. Setup steps and tasks are the foundation of good SEO. RPD is where the selection of Setup tasks and tools for this phase are decided.

RCR&M = Repeated checks, Reviews, Tasks and Maintenance. This phase of SEO are tasks can be repeated indefinitely, and where the majority of work is done. It is also the main reason why no company should claim to be able to sell a client once off SEO. While a complete RPD is recommended once a year, the **RCR&M** phase essentially uses the ground work completed during the Setup phase and builds on from it. This phase should be done no less than once a month for the simple reason that search engines review (in general) a site or parts of a site at least once a month, therefore your rankings and positions on search engines are reevaluated against any new competitor or current competitor website who has made changes since your websites last review. The more competitive the market, the more frequent RCR&M should be done.

Phase	Task / Description / Detail	Notes History	Completed Date
R.P. D. - with Client	General consult and client brief.	Client provides financial advisory services, the competition for these keywords is quite high.	
	Summary of desired results and expectation on dates to achieve and a background overview on products / services / industry competitiveness / website status look and feel, function and SEO status. This is done via phone or meeting.	Client wishes to improve their Google rankings above and beyond their competitors,	
R.P.D.	Assessment of own site		
		http://okanoenergy.co.za/	
	Areas of products or services	recommend	
	Primary products and services	recommend	
	How many competitors feature for primary products and services 1st page of google natural (actual mention of product and service in	recommend	
	Page count	recommend	
	Image count	recommend	
	Word content count	recommend	
	Content vs media ratio	recommend	
	Functionality and navigation status	recommend	
	Server reputation downtime	recommend	
	Server speed test	recommend	
	Domain quality	recommend	
	Status on file names, description & meta	recommend	
	Social media status	recommend	
	Current monthly unique visitors (if available from server) – or 3rd party estimated traffic checker	recommend	
	Current bounce rate (if available)	recommend	
	Current time on site (if available)	recommend	
	Amount of page views (if available)	recommend	
	Check site is responsive - https://www.google.com/webmasters/tools/mobile-friendly/	recommend	
Other notes:	recommend		
	recommend		
This step can take up to 4 days to ensure data is generated and all steps executed	recommend		
	recommend		
Areas of products or services	recommend		
	recommend		
R.P.D.	Advance keyword assessment and implementations using Google Keyword Planner and Google Trend.	recommend recommend	
R.P.D.	Assessment of own primary competitor site	recommend recommend	
		recommend	
	Areas of products or services:	recommend	
	Primary products and services:	recommend	
	Page count:	recommend	
	Image count:	recommend	
	Word content count:	recommend	
	Content vs media ratio	recommend	
	Functionality and navigation status:	recommend	
	Server reputation downtime:	recommend	
	Server speed test	recommend	
	Domain quality:	recommend	
	Status on file names, description & meta:	recommend	
	Social media status:	recommend	
	Current monthly unique visitors (if available from server) – or 3rd party estimated traffic checker:	recommend	
	Check site is responsive - https://www.google.com/webmasters/tools/mobile-friendly/	recommend	
		recommend	
Attempt to work out frequency of competitor updates on site, this will help us plan frequency of own SEO during RCR&M	recommend		
	recommend		
Other notes:	recommend		
This step can take up to 2 days to ensure data is generated and all steps executed			

R.P.D.	Run a 3 party SEO error check for page titles, descriptions, meta and content	recommend	20.01.2017
R.P.D.	Run a 3 party content originality check	recommend	20.01.2017
R.P.D.	Check number of incoming and outgoing links and their quality	recommend	20.01.2017
R.P.D.	Check on design & function – ensuring a client can engage or access information	recommend	20.01.2017
R.P.D.	Check images and media have correct titles, dictiptions, file names and details	recommend	20.01.2017
R.P.D.	Check on sites GEO locations on primary search engines	recommend	20.01.2017
R.P.D.	Check site accessibility: 404 errors, password- protected areas and other similar reasons.	recommend	20.01.2017
R.P.D.	Compare competitor vs Client own site status in context of all data and research. Send report back on Setup tasks to implement to create better foundation that competitor site in Setup and RCR&M phases. Submit report and certificate to client for review and proceed with secondary consult or SEO tasks if requested from Client.	recommend	20.01.2017
R.P.D.	Update SEO certificate	recommend	20.01.2017

Phase	Task / Description / Detail	Notes History	Completed Date	Developer	Project Manager Sign off Date	Project Manager name
			recommend			
Setup	Correct / change domain		recommend			
Setup	Relocate site hosting based on requirements of clients		recommend			
Setup	Correct responsive issues – based on RPD - design element		recommend			
Setup	Ensure file names include search phrases.		recommend			
Setup	Create more pages - based on RPD		recommend			
Setup	Correct page titles - based on RPD	Done	07.03.2017	Dario		
Setup	Correct download media speed if required by removing large images / media		recommend			
Setup	Correct page description - based on RPD		recommend			
Setup	Correct / add more content - both text and images and media - based on RPD		recommend			
Setup	Correct / remove poor / duplicate / negative content - based on RPD		recommend			
Setup	Correct / add images names and titles - based on RPD		recommend			
Setup	Correct / add media - based on RPD		recommend			
Setup	Correct / add social media - based on RPD	Done	07.03.2017	Dario		
Setup	Correct / add incoming links - based on RPD - Anchor text - reputation		recommend			
Setup	Correct broken links - based on RPD	Done	07.03.2017	Dario		
Setup	Correct / reduce outgoing links - based on RPD - Anchor text		recommend			
Setup	Improve on structure and flow. Design and development element - based on RPD		recommend			
Setup	Ensure forms are working and all contacts operations - ask client for confirmation and check actual fields		recommend			
Setup	Add search engine GEO location information if required - based on RPD		recommend			
Setup	Create internal site directory, back end of site, hidden page with 1 internal link to landing page		recommend			
Setup	Setup of Webmaster tools with Google Setup		recommend			
Setup	Setup Google analytics Registration		recommend			
Setup	Setup for Google Statistics to Track Visitor – explain to client how to assess		recommend			
Setup	Setup Monthly Reporting for Client for next 12 months – explain to client how to review		recommend			
Setup	Add Robots.txt File		recommend			
Setup	Add Favicon added to website	Dario	07.03.2017			
Setup	Google Site Map Added and linked to Webmaster Tools / XML sitemap		recommend			
Setup	Submission of Website to Main Search Engines. (Yahoo Bing Google)		recommend			
Setup	Google Maps Listing Added for the Business if core business is location specific		recommend			
Setup	Custom Google Search Engine Added to inner pages - hidden		recommend			
Setup	Created internal website 3rd party directory page		recommend			
Setup	Add social media platforms basic, facebook, twitter and google + . If no Social Media suggest to client our Social Media packages		recommend			
Setup	Set preferred domain view in Google Webmaster tools - www or non www		recommend			
Setup	Improve on hierarchy for site navigation. (1-3 tiers only) - moving main files to index page		recommend			
Setup	If CMS system - integrate the required plugin - example Wordpress - SEO Yoast		recommend			
Setup	Ensure any redirects are in order (301 and 302)		recommend			
Setup	Keywords in headings (<H1>, <H2>, tags) : Very important	Done	07.03.2017	Dario		
Setup	Correct keyword density based on RPD		recommend			
Setup	Keyword stemming: Applicable to non-English language pages. Check and action if required.		recommend			
Setup	Remove Cloaking		recommend			
Setup	Remove hidden text		recommend			
Setup	Remove I frames		recommend			
Setup	Check and correct complex code such as Java, etc.		recommend			
Setup	Correct Keyword stuffing		recommend			
Setup	If e-comm or site with sensitive data secure domain		recommend			
Setup	Update SEO certificate		recommend			
			recommend			

Phase	Task / Description / Detail	Notes History	Developer	Date last actioned	URLs worked on	Project Manager random check date	Project Manager name
RCR&M	Review server traffic stats						
RCR&M	Review google reports and stats						
RCR&M	Do a primary search phrase real time test on google (Pages Keyword tab)						
RCR&M	Check server down time						
RCR&M	Refresh Page titles						
RCR&M	Refresh Page descriptions						
RCR&M	Refresh Page meta						
RCR&M	Refresh content						
RCR&M	Refresh images						
RCR&M	Refresh media and check media						
RCR&M	Remove backlinks with low performance or older than 2 years						
RCR&M	Add extra content						
RCR&M	Add extra images						
RCR&M	Add extra media						
RCR&M	Add extra pages						
RCR&M	Add site to industry related search engines to increase incoming links						
RCR&M	Update site map						
RCR&M	Check 3rd Party Software and action						
RCR&M	Correct reported errors						
RCR&M	Check forms and contacts						
RCR&M	Check social media links are working						
RCR&M	Speed check						
RCR&M	Send copy of RCR&M to Client and PM						
RCR&M	Update SEO certificate						

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RCR&M	Review server traffic stats						
RCR&M	Review google reports and stats						
RCR&M	Do a primary search phrase real time test on google (Pages Keyword tab)						
RCR&M	Check server down time						
RCR&M	Refresh Page titles						
RCR&M	Refresh Page descriptions						
RCR&M	Refresh Page meta						
RCR&M	Refresh content						
RCR&M	Refresh images						
RCR&M	Refresh media and check media						
RCR&M	Remove backlinks with low performance or older than 2 years						
RCR&M	Add extra content						
RCR&M	Add extra images						
RCR&M	Add extra media						
RCR&M	Add extra pages						
RCR&M	Add site to industry related search engines to increase incoming links						
RCR&M	Update site map						
RCR&M	Check 3rd Party Software and action						
RCR&M	Correct reported errors						
RCR&M	Check forms and contacts						
RCR&M	Check social media links are working						
RCR&M	Speed check						
RCR&M	Send copy of RCR&M to Client and PM						
RCR&M	Update SEO certificate						

Primary Keyword = a search phrase of two or more words that include the main product or service and often the location of operation. A Primary Keyword can also reference the main objective of a page on a website. For example: "car hire cape town"

We generally load the more important word first, for example, to a company that does car hire, the wording car hire is more important than the words cape town. This is not always obvious, but in some cases and services, search engines determine your location already and filter the search results.

Primary Keyword Extension = is an add on to a Primary Keyword. For example: "Car hire in Cape Town" the extension here is "in" and this in fact creates an entire new search phrase and results on search engines can change because of this.

Each web page (not website) should have no more than 1 Primary Keyword, and then its extensions.
For example:

Primary Keyword = "car hire cape town"

Extensions = "car hire in cape town" "cheap car hire cape town" "car hire cape town reviews" "car hire cape town prices" "car hire cape town pictures"

Engine & GEO = the search engine, and if the engine can offer a location of city / province or state

Engine & GEO	Page/URL	Primary Keyword	Extension 1	Extension 2
Google SA	index	Solvocore		Core drilling
Nationally	Date check Previous date check Previous date check	Position: Previous Position: Previous Position:	1st Page 1st Position 1st Page 1st Position 1st Page 1st Position	7th Page 2nd Position 7th Page 2nd Position Not on the first 10 pages of Google search results yet
Developer	Eri			Not on the first 10 pages of Google search results yet Not on the first 10 pages of Google search results yet 6th Page 3rd Position