Grossmont-Cuyamaca Website Redesign Project

Kick-Off Meeting Agenda 11/5/13

I. Introductions

Beacon Technologies
- Annette Fowler, Senior Project Manager, 336-232-5696, afowler@beacontechnologies.com

Grossmont/Cuyamaca/District
- Jeff Baker, Vice President Student Services (Grossmont), jeff.baker@gcccd.edu
- Sue Gonda, History Professor/Academic Senate (Grossmont), sue.gonda@gcccd.edu
- Kerry Kilber Rebman, Dean of Learning and Tech Resources (Cuyamaca), Kerry.kilberrebman@gcccd.edu
- Anne Krueger, Communication and Public Info Director (District), Anne.Krueger@gcccd.edu
- Alicia Munoz, English as a Second Language Instructor / Academic Senate President (Cuyamaca), Alicia.munoz@gcccd.edu
- Brian Nath, Director/Information Systems (District), Brian.Nath@gcccd.edu (not present at 11/5 meeting)
- Debbi Smith, Instructional Design Technology Spec/IS (District), Debbi.Smith@gcccd.edu
- Shari Waters, Consultant, Shari.Waters@gcccd.edu

II. Discussion Points

- Role of the task force:
  - **Determine and approve the final design and functionality specifications and timeline for the website redesign project**
  - Review agenda provided each Friday (by Beacon) in advance of Tuesday meeting and be prepared to discuss as it pertains to each college.
  - Review discussion points of each task force meeting and preliminary deliverables (business requirements, wireframes, project plan) with college committee (or other applicable resources) and provide feedback by **Jan 25**
  - Provide final approval of all project deliverables by **Jan 31**
- Role of college committees
  - **Interface with college stakeholders to determine and approve the final information architecture for each college site (by April 4)**
  - Review design and functionality discussion points and offer feedback (Analysis and Design Phase)
  - Determination of content owners and reviewers for each college during Information architecture review phase
    - Content owners are the people that actually maintain the data, will need to be trained and will be instrumental in the conversion of data to new site.
  - Determine major content area placement (tier two and three content folders) within pre-determined top navigation (Information Architecture Review Phase)
  - Assist content owners with completion of content matrix for new site (Information Architecture Review Phase)
  - Determine user acceptance testing participants and test plan process and provide final post-testing change requests (Testing Phase)
    - Include students in the testing phase (especially in mobile)
  - Interface with Beacon developers on organization of content areas and content population (Integration Phase)
- Schedule stakeholder meetings

- o Dates (all Tuesdays)-- 11/12 (8-9:30 am), 11/19 (8-9:30 am), 12/3 (8-9:30 am), 12/10 (8-9:30 am), 1/14 (preliminary deliverable review- 8:30-10:30 am), Flex week discussion (week of 1/21), 1/28 (8-9:30 am)
- o Location—District Training room

III. Project Timeline

- **Analysis & Design Phase—11/5/13 – 1/10/14**
  - o Stakeholder meetings—Agenda provided on Friday before each Tuesday meeting
    - ▪ Project Kick-off—11/5/13
    - ▪ Mini-site review & Cascade Templates —11/12/13
    - ▪ Functionality (part 1)—11/19/13
    - ▪ Functionality (part 2) and Content—12/3/13
    - ▪ Cascade and other requirements—12/10/13
    - ▪ Review preliminary deliverables-- 1/14/13
    - ▪ Review final deliverables—1/28/14
  - o Preliminary deliverables (business requirements, wireframes, project timeline) provided by Beacon—12/13/13
  - o Final feedback on all discussion topics and preliminary deliverables from client-- 12/20/13
  - o Final A&D deliverables provided by Beacon—12/27/13
  - o Final A&D phase deliverables approved by task force—1/10/13
- **Information Architecture Review— Jan 13 – Mar 7**
  - o Each department/content owner reviews current content, determines what needs to be rewritten and/or discarded
  - o Main site navigation under new top navigation items determined by college committees
- **Cascade Site Development (Beacon)—Jan 13 – Feb 28**
  - o Includes template development, site features and Cascade functionality
- **User Acceptance Testing (Test site) – Mar 3 – 21**
- **Test site development complete—April 4**
- **Site Import—Early May (TBD)**
- **Page/Content Implementation and Cascade training— Late May-Early July (TBD)**
- **Tentative Site Launch—Late August (TBD), must be after registration**

IV. Stakeholder Meeting Discussion Topics

1. Mini Site Review and Cascade Templates (11/12/13)

- Review of mini site templates
  - o Grossmont - http://grossmont.beacontest.com/default.html
  - o Cuyamaca - http://cuyamaca.beacontest.com/default.html

  - o Based upon approved HTML designs but updated to be responsive
  - o All content and navigation is for sample purposes only
  - o News and Events are hard-coded until final news and event functionality can be determined
- Cascade Templates
  - o Main Homepage
  - o Landing Page
  - o Standard Page
  - o Faculty Templates
  - o Committees Templates

        o Academic Department Template

2.   Functionality

Part 1 (11/19/13)
- Photo Gallery
- Search Results—Google custom
- Widgets
  - Video
  - Image
  - Blog
  - Events
  - Content
- Google Maps integration

Part 2 (12/3/13)
- News
- Events/Calendar
- Newsletters
- External/custom applications
- Spectate forms
- 3rd Party HTML Templates

3.   Content (12/3/13)

- Content inventory
- Import and freeze
  - Release new site in sections or all at once
  - Consider two phased freeze and launch
- Page Integration
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4.   Cascade & Other Functionality (12/10/13)

- Permissions
- Workflow
- Training
- Phase 2 / Out of Scope functionality

V. Action Items

- Put together a formal communication for this project and task force
  - Responsible: Anne/Shari
  - Due: TBD
- Begin determining member of the college committees
  - Responsible: all task force members
  - Due: TBD
- Flex week workshop organization
  - Responsible: Sue for Grossmont, Kerry for Cuyamaca, Anne will be a point person
  - Due: 1/25/14
- Debbi will arrange for meeting room for task force meetings
- Provide August registration dates for each college to determine final launch date(s)
  - Responsible: Jeff for Grossmont, Kerry for Cuyamaca
  - Due: 12/10/13

VI. Other / Wrap Up

- Sue requested that all documents will be posted on the committee site AND sent electronically to task force members
- Change terminology on communications from "steering committee" to "task force"