Grossmont-Cuyamaca Website Redesign Project

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

I. Review of Mini Sites

- o URLs:
    - o Grossmont - http://grossmont.beacontest.com/default.html
    - o Cuyamaca - http://cuyamaca.beacontest.com/default.html
- o Other notes
    - 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
- Original approved designs-- http://cmsc.gcccd.edu / http://cmsg.gcccd.edu

II. Cascade Templates

Homepage

- Main home page banner images to include caption text and option to link to interior page, file or external site (in new browser window).
    - o Beacon will add this functionality to the mini sites
- Bottom left features area—option to link to interior page, file or external site (in new browser window). Should it also auto-rotate?
    - o Beacon will add the option to link any featured image to a file, internal page or external site to the mini sites
    - o Beacon will provide graphical mockup option of alternative navigation methods between slides
    - o Beacon will enable auto-rotation of slides
- Functionality of News and Events TBD
- Main navigation
    - o Beacon will provide graphical mockups for drop down menu options for main navigation (Programs & Departments, Student Services, etc.) Not recommended for audience tabs.
- Footer
    - o Beacon will confirm that additional social media icons can be added and confirm that accounts can be edited/updated by CMS admin
    - o Beacon will provide a graphical mockup expanding the footer slightly to include a few additional links, including "Security"

Landing Page

- 2 column—Includes optional buckets and accordion functionality
    - o http://grossmont.beacontest.com/landing-2-col.html
    - o http://cuyamaca.beacontest.com/landing-2-col.html
    - o Per client request, this new page shows 2 column page with a single bucket area-- http://cuyamaca.beacontest.com/landing-2-col-v2.html
    - o Beacon will research option to add 8-12 color options to choose from for background color of buckets
- 3 column—Beacon will investigate if buckets and accordion functionality is an option for 3 column formats
    - o http://grossmont.beacontest.com/landing-3-col.html
    - o http://cuyamaca.beacontest.com/landing-3-col.html
- Top banner image stretches the width of the page and then fade out (fade included in uploaded image)

Standard Page

- 2 column
  - http://cuyamaca.beacontest.com/standard-2-col.html
  - http://grossmont.beacontest.com/standard-2-col.html
- 3 column
  - http://cuyamaca.beacontest.com/standard-3-col.html
  - http://grossmont.beacontest.com/standard-3-col.html
- An optional third column included in the standard interior and landing page templates
  - Video player—Every interior standard page will contain a data definition to include an optional video player. Within the video player selector in Cascade, the CMS Admin will provide the YouTube id and Video title. In addition to this pre-built player, the CMS admin can use the HTML view of the WYSIWYG editor to insert video player code on page with a body content area.
    - Example: http://www.uvi.edu/administration/president/default.aspx

Faculty Templates

- All faculty data to be maintained within Cascade server and display in the following formats on the site. Faculty data will not be dynamically pulled from a database or third party site, though CMS administrators or content editors could link to third party sites within Cascade as sub-pages as needed.
- Faculty Listing page-- The faculty listing page will be based upon the design at this link (http://cmsg.gcccd.edu/academic-programs/faculty/default.html) but will include the section's left navigation column, a page title and introductory text. The faculty listing page will automatically display the first and last name and departments of every faculty member listed in the folder.
- Faculty Detail page-- The faculty default detail page will display the following information saved in Cascade Server within a data definition:
  - Data fields to display:
    - First name
    - Last name
    - Title
    - Department—could be multiple (choose from multi-select box)
    - Office
    - Email
    - Phone
    - Fax
    - Image
    - Introductory text
  - This information will be displayed like the approved design page at http://cmsg.gcccd.edu/academic-programs/faculty/bluth-buster.html, but will also contain left navigation and ability to link to unlimited sub pages (see next section) rather than tabs, which is limiting.
- Faculty sub-pages-- An unlimited number of sub content pages may be created under the faculty member's introductory page and these sub-pages will be listed in a navigation menu in a column to the left of their introductory text. Clicking on an item in the navigation list will display the content from that sub page, along with the faculty member's contact information still at the top of the page.
- Example
  - http://www.uvi.edu/directory/profiles/administrators/mckayle-camille-a.aspx

Committees Templates

- Beacon will leverage the Committee page functionality already implemented on the GCCCD Cascade site into the new college sites: http://www.gcccd.edu/is/software-training/committee-demo/meetings.html
- During the content evaluation phase, it will be determined which pages should be integrated into the new committee format or continue to link to external/3rd party resources.

Other Templates

- Photo gallery
- Newsletters
- Includes template
- Anything else?

III. Other Higher Education Website Design References

- **Beacon sites (all Cascade sites):**
  - University of the Virgin Islands—http://www.uvi.edu
  - University of Hartford—http://www.hartford.edu
  - Framingham State University— http://www.framingham.edu
  - University of Scranton— http://www.scranton.edu
  - University of Syracuse— http://whitman.syr.edu
  - Winston-Salem State University-- http://www.wssu.edu/
- **Other**
  - MiraCosta College-- http://www.miracosta.edu
  - San Diego State University-- http://www.sdsu.edu/
  - UC San Diego (Cascade Server)-- http://ucsd.edu/

IV. Client Open Action Items

Added as new tab to Projectbook

V. Project Timeline Guidelines

- **Requirements Gathering**
  i. Recommended duration—2-4 weeks
  ii. Recommended participants—Project task force
  iii. Current timeline—11/5/13 – 12/13/13
  iv. Of Note:
    - Includes five meetings with project task force to discuss project requirements, design and website functionality
    - At the conclusion of this phase, preliminary project deliverables (business requirements, mini sites, graphical mockups, timeline) will be provided by Beacon for client review and feedback.
- **Preliminary Deliverables Review**
  i. Recommended duration—2-4 weeks
  ii. Recommended participants— Project task force, college committees, content owners (those that will maintain major sections of the website)
  iii. Current timeline—12/13/13 – 1/25/14
  iv. Of Note:
    - All project feedback and deliverable change requests due at conclusion of this phase for inclusion in final project documentation.
- **Final Deliverables Review and Project Approval**
  i. Recommended duration—1-2 weeks
  ii. Recommended participants— Project task force
  iii. Current timeline—1/31/14 – 2/7/14
  iv. Of Note:
    - Approval of all project deliverables upon which all project development will be based (business requirements, mini sites, graphical mockups, timeline) due at conclusion of phase.
- **Information Architecture Review**
  i. Recommended duration—8-10 weeks
  ii. Recommended participants—College committees, content owners
  iii. Current timeline—2/10/14 – 4/4/14
  iv. Of Note:
    - Requires evaluation of every section and page of the current sites to determine location in new site hierarchy and selection of Cascade page template. Recommend no less than 8 weeks for this task, as it is very time consuming and laborious.
- **Cascade Development Phase**
  i. Recommended duration—6 weeks
  ii. Recommended participants—Beacon Technologies
  iii. Current timeline—2/10/14 – 3/22/14
  iv. Of Note

- If at least one month of notice is provided, Beacon can evaluate the option of adding resources to the project to complete this phase in fewer weeks
- Can't begin until after final project approval, but can run concurrently with Information Architecture review

- **Preliminary Testing Phase**
  i. Recommended duration—2 weeks
  ii. Recommended participants— Project task force, college committees, content owners
  iii. Current timeline—3/24/14 – 4/11/14
  iv. Of Note:
     - This phase includes testing the developed Cascade functionality and templates but no page content will have been entered into the new site at this point in the project.

- **Content Import and Integration Phase**
  i. Recommended duration—14 weeks
  ii. Recommended participants— Beacon Technologies (if contracted to do so) and content owners
  iii. Current timeline—5/5/14 – 8/8/14
  iv. Of Note:
     - During this phase, any updates/edits made on the live sites will have to be carefully documented and recreated on the Cascade site after CMS training.
     - If at least one month of notice is provided, Beacon can evaluate the option of adding resources to the project to complete this phase in fewer than 10 weeks.
     - Includes four weeks for content owners to review imported page and edit/add/remove content as needed before launch. Do not recommend fewer than four weeks for any content owners that are new to Cascade server.

- **Final Site Testing and Launch**
  i. Recommended duration—3 weeks (minimum)
  ii. Recommended participants— Project task force, college committees, content owners, students and/or other website stakeholders
  iii. Current timeline—8/11/14 – 8/29/14

VI.   Other/Wrap-Up