

## Grossmont-Cuyamaca Website Redesign Project

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### I. Content Import and Implementation Process

- Content matrix completion
  - Itemizes every page in the new site and its relationship to other pages in the navigational structure as well as the source of the content to populate the new page
  - Includes only pages housed on the Grossmont and Cuyamaca main sites, not third party sites like CCAApply, Blackboard, GCCCD Foundation and WebAdvisor. None of the pages on these sites are included in this project, but HTML could be provided so that their header and footers could be updated (by their vendors or GCCCD staff) to more closely match the new design).
  - To be completed by GCCCD staff before *implementation* process begins, but does not have to be completed before import process.
- Import process—time included in current project
  1. Current site is downloaded/copied by Beacon. All current site pages that are modified after this date will need to be recorded and then updated by the client in Cascade after CMS training.
  2. Current navigation and design elements of the current site are removed from copied files (no change to live sites)
  3. Modified pages are then imported into Cascade in the same navigational structure as the current site (usually in a separate "import" folder)
- Implementation process—*not* included in current project
  1. Modified pages are moved from their current navigational structure into the new site navigation, based on the content matrix.
  2. Appropriate template and formatting applied to page after being moved, based on content matrix selection
  3. If content for this page will be replaced/updated, the new content is located and added to the page, based on content matrix
  4. New page is published to the Test site
  5. Process is repeated for every page (usually anticipate 5-10 minutes per page)

### II. Cascade & Other Functionality

#### ***Permissions and Groups***

- Can determine folders and pages that can be edited and/or viewed, what toolbar options can be seen in the editor, what types of documents/files can be uploaded, etc.
- Administrators—District, Grossmont, Cuyamaca, All?
- Types of User groups—page editors, page approvers, administrators, etc.
- Needs to be documented by client before CMS client training

#### ***HTML vs. ASPX vs. PHP***

- Current district site is HTML and Cuyamaca and Grossmont are ASP
- Beacon recommendations

#### ***Workflows***

##### **Approval Workflow**

1. When a page has been created, renamed and/or edited and is part of the "Approval Workflow", the content editor will submit the page to the workflow
2. Members of the approval team will receive an email notifying them that a page is ready for approval. All pages on the site will be submitted to the same team of approvers.

3. When a member of the approval team clicks the page from the email, they may accept the updates or reject them
4. If the updates are accepted, the page will be published and, if it is a new or renamed page, the relevant navigation files will also be published.

### **Notification Workflow**

The CMS notification workflow process will work as described below:

1. When a page has been created, renamed and/or edited and is part of the "Notification Workflow", members of the notification team will receive an email notifying them of activity on the page, but the content editor will still be able to publish and edit the page as needed, without waiting for approval by the workflow.

## **III. Client Action Items**

## **IV. Beacon Action Items**