# beacon
## technologies

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# Grossmont and Cuyamaca Community Colleges

## Website Redesign

## Business Requirements
January 2014

# Revision History

| Date | Version | Description | Author |
|------|---------|-------------|--------|
| 12/11/13 | 1.0 | Initial version | AF |
| 1/7/14 | 2.0 | Includes client feedback | AF |

# Table of Contents

# Business Requirements

# 1.    Introduction

## *1.1   Purpose*

The purpose of this project is to integrate a new design into Cascade Server for Cuyamaca (http://www.cuyamaca.edu) and Grossmont (http://www.grossmont.edu) Community Colleges.

This Business Requirements document intends to define the high-level needs and features of the project. This document focuses on the capabilities needed by the Stakeholders of the project and the Target Users.

## *1.2   Scope*

The features outlined in this document are defined as high-level in that each one encompasses a specific component of the overall project. These features are not intended to include detailed design elements. Business Requirements typically evolve and may change during the Detailed Design phase.

This document provides preliminary scope definitions so that time and cost estimates can be determined for the development of the Phase.  Consequently, assumptions are made in this document to establish a baseline for scope.  Modifications during the Development Phase that affect scope will also affect the associated time and cost estimates.

## *1.3   Analysis Deliverables*

This Business Requirements document is one of several analysis and design deliverables.  Additional supporting documents include the following:

- **Site Hierarchy/Navigational Schema** (PowerPoint)— A diagram that depicts the blueprint for the organization and navigational structure of the web site.

- **Content Inventory Matrix** (Excel)— A content matrix will be created to serve as a catalog of content, features, and applications that comprise the web site.  It contains details of the pages that will form the site such as owner, page type, source data, etc.

- **Project Plan** (Excel)— Time line of project tasks and deliverable deadlines

## *1.4    Committee Membership*

The following individuals were involved in the analysis process and their input was integral to the requirements described in this document:

- 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

## *1.5   Websites*

The following websites were evaluated when analyzing the project:

### 1.5.1 GCCCD – District Office

- Current site—http://gcccd.edu
- Status—This site is already implemented into Cascade server, but requires some enhancements (described in Section 2.4)

### 1.5.2 Cuyamaca

- Current site-- http://www.cuyamaca.edu/
- New, Approved Design—http://cmsc.gcccd.edu
- Status—Site will be redesigned using Cascade server

### 1.5.3 Grossmont

- Current site-- http://www.grossmont.edu/
- New, Approved Design—http://cmsg.gcccd.edu
- Status—Site will be redesigned using Cascade server

### 1.5.4 Sample Sites

The following sample sites were created by Beacon in Summer 2013 to display some, but not all, of the proposed website functionality and responsive design features described in this document.  *All content and navigation on these sites is for example purposes only and not meant to represent final site content or sub-navigation.*

- o Grossmont - http://grossmont.beacontest.com
- o Cuyamaca - http://cuyamaca.beacontest.com

## *1.6   Analysis and Design References*

### 1.6.1 Client References

Below is a list of sites provided by the client for reference for analysis and research.  While the requirements for this project are defined in the other sections of this document, these sites provide considerations for some of those requirements.

- MiraCosta College: http://www.miracosta.edu
- San Diego State University-- http://www.sdsu.edu/
- UC San Diego (Cascade Server)-- http://ucsd.edu/
- Chapman.edu (25Live calendar)—http://www.chapman.edu

### 1.6.2 Beacon References

- **Beacon sites (all Cascade sites that were designed and/or implemented by Beacon):**
    - o University of the Virgin Islands—http://www.uvi.edu
    - o University of Hartford—http://www.hartford.edu
    - o Framingham State University— http://www.framingham.edu
    - o University of Scranton— http://www.scranton.edu
    - o University of Syracuse— http://whitman.syr.edu
    - o Winston-Salem State University-- http://www.wssu.edu/

# 2.    Features

## *2.1    Site Design*

Beacon will use the approved design files provided (http://cmsc.gccd.edu and http://cmsg.gcccd.edu) to integrate the new sites into Cascade Server with the exception of the following items:

## 2.1.1  Responsive Design

The approved designs will be modified in order to make them responsive to the screen size that they are being viewed upon.

- Phone layout—for smart phones and small tablet devices, displays up to 320 pixels wide
- Tablet layout—for iPad and other tablet devices; displays approximately 480-768 pixels wide
- Full site layout—the approved designs provided will be used for display on laptops and traditional computers.  A maximum screen width of 1200 pixels will be defined, to limit line length of body content.

Note:  Not all content/images on the existing sites may be compatible with a responsive design (particularly in the smaller layouts).  It will be the responsibility of the responsible for implementation of the new pages in Cascade to resize images/applications that do fit in these layouts during the implementation phase.

## 2.1.2  Global Design Elements and Navigation

Unless specified below, the new college sites will be developed using a combination of the approved designs provided and the recommended responsive design layouts.

### 2.1.2.1    Site Header and Utility Navigation

The header area of each college site will be displayed on every page of the site and include the following elements:

- Audience-based tabs (Future Students, Current Students, Alumni & Friends, Faculty & Staff)— See Section 2.3.4.2 for information about these page audience-based site map pages.
- "Find" drop box—short list of commonly requested pages, including the following.  CMS administrators can add/remove items from this menu via Cascade.
    - Faculty Staff Directory
    - Campus Departments
    - Register for classes
    - College catalog
    - Apply
    - Maps & Directions
    - Accreditation
- Google custom search—Please see Section 2.3.5 for information about the internal site search and search results pages

### 2.1.2.2    Main Navigation

The main navigation bar will be displayed on every page of the site and will contain the following elements:

- College logo—will link to college main homepage
- Programs & Departments—link to internal landing page
- Student Services—link to internal landing page
- Campus Life—link to internal landing page

- Quick Links—link to internal landing page
- About Us—link to internal landing page

### *2.1.2.2.1 Mega Menu*

A horizontally oriented mega menu will appear below the top navigation bar on-hover on desktop and laptop screens and on-click on tablet and mobile devices.  This menu will be manually editable by CMS administrators and can contain links to internal or external web pages and/or files (PDF, etc.).  The CMS administrator will also be able to display call-out buttons with optional hyperlinks to interior or external web pages and/or files on each sub-menu, if desired.

## 2.1.2.3    Left Navigation

The left navigation column will be displayed on all interior pages of the site (not the home page), at the top of the left column.  It will contain the following features and options:

- The selected page will be highlighted using color and a graphical element
- The top level page name of a section will always be displayed, with sub-pages in the section appearing as indented options.
- The pages listed will be displayed dynamically to show all navigation items in this section.
- The navigation will support up to seven tiers/levels of content, based on the directory structure.
- If page names are very long, an alternate shorter name can be added in Cascade via the "Display Name" field to show fewer characters in the navigation and reduce wrapping.
- Call to action buttons (optional)—optional and editable call to action buttons can be displayed under the left navigation.  These can be selected by the CMS editor on a page-by-page basis and will not default at the section level.
- Contact Information box—Contact information can be entered on any page in Cascade and, if populated, will be displayed in a text box in the left column under the navigation and call to action buttons (if selected).  This box will contain the name, title/position, hyperlinked email address and phone number (if populated) of the individual to be contacted for this page's content. Option to save this on a default page and have all children in the folder inherit the same information.

## 2.1.2.4    Site Footer

The site footer will be displayed on all pages of the site and will contain the following features and options:

- Address information—Editable text area displaying college logo, address and copyright information.
- WebAdvisor link—External link editable via Cascade
- Social media icons—Editable text area containing icons and links to social media accounts
- Blackboard link— External link editable via Cascade
- Google Translate— Beacon will implement the Google Translate tool into the site design, as implemented in the approved designs.  No other customization of the Google translate tool is included.  Not editable via CMS, requires JavaScript to be enabled on visitor's computer.
- Intranet/Web Mail/Security— Editable text area containing links to internal web pages
- Maps & Directions/Site Index-- Editable text area containing links to internal web pages
- GCCCD, Cuyamaca College, Grossmont College tabs—will open in same window

## *2.2   Page Templates*

The following templates will be created in Cascade for use within each of the new college sites.  CMS editors with permission to use these templates may use them to create pages within anywhere within their section of the website.

## 2.2.1  Standard

All standard pages will incorporate the following elements:

### 2.2.1.1      Section name and Breadcrumb navigation

The name of the top-level section ("Programs and Departments", for example) of the selected page will be displayed directly below the top navigation bar.  Links to all parent pages will be underlined and hyperlinked, but the selected page name will not be linked, in a breadcrumb navigation to the right of the section name.

### 2.2.1.2      Sharing icons/links

Aligned right in body content area of the page

- Email—to create an email with a link to the page
- Print—to display the page in a print-friendly format with no top navigation, right column, footer, etc.
- ~~AddThis button~~Social media/sharing icon—Allows the page to be shared with multiple social media outlets like Facebook and Twitter as well as email

### 2.2.1.3      Body content area

**Page title**—The page title will appear at the top of the center column of the page and will be formatted with an H1 tag.

**Body content area**—The CMS editor will be able to enter heading text, body content, images and hyperlinks via a WYSIWYG editor.  In addition to the editor, the following features will be available in the body content area of the page:

- Buckets-- Specialized content area to display information in boxes with headings and specifically sized photos (241 pixels wide by 161 pixels high). This feature is available in the standard and landing page templates; please see applicable slides in the wireframes and sample sites for examples.
- Accordions-- Specialized content area that opens to display information in expand/contractible rows.  This feature is available in the standard and landing page templates; please see applicable slides in the wireframes and sample sites for examples.  A button to show/hide all content will be included at the top of the display.

### 2.2.1.4      Right column Widgets

If needed, the CMS editor can choose to display a right column on any standard page.  A widget is a reusable feature of a template that can be created in a shared location and used on more than one page.  The widgets below can be selected and sorted by the CMS editor when creating/editing the page for display in the right column.  The following widgets will be created in a shared "widgets" folder, so that they can be selected and reused on any page, as needed.

#### 2.2.1.4.1  Content

An editable heading and small amount of text (not restricted, but recommend 200 characters or less), including a hyperlink to another page, if needed

#### 2.2.1.4.2  Image

An editable heading and small image (dimensions: 210 wide by 130 high) to be displayed in the right column.  Image can be hyperlinked to an internal or external page (optional).

### *2.2.1.4.3 Video Player*

An editable heading, thumbnail image (dimensions: 210 wide by 130 high), and a link/video id to a YouTube video.  The video widget will display the thumbnail image and hyperlinked title text for the selected video.  Clicking on the image will open an Ajax window to play the video with a standard YouTube player.

### *2.2.1.4.4 External links*

A heading and bulleted list of links (either internal or external) to be displayed in the right column of the page.

### *2.2.1.4.5 Blog*

When selected on an interior content page, this widget pulls entries from an existing RSS feed and displays them below the body content area.  The CMS administrator will need to provide the link to the RSS feed within the data definition.

### *2.2.1.4.6 Event*

If a content administrator wants to display their Google event calendar on an interior page, they may do so by adding the "Event Widget" to their page.  To display the events, the content editor must provide a Google Calendar in the data definition of the selected page.  The calendar information will then be displayed below the content on the page.

### 2.2.1.5    Google Maps integration

A optional integration with Google Maps will be included in applicable templates so that CMS editor can enter name, address, latitude, longitude and notes to display a Google map on any template that contains this feature.

### 2.2.1.6    iFrame include

Beacon will create a page for an include file within Cascade to display the current directory at: http://web3.gcccd.edu/staffdirectory/search.asp.  The graphical elements and navigation on this page will then be controlled by Cascade, but the application itself will continue to be maintained at the current location.  If any modifications are required to the design and display of the application itself, that is the responsibility of the client.

### 2.2.1.7    Spectate Forms

The client wishes to leverage the form functionality of Spectate in Cascade Server (http://www.hannonhill.com/news/blog/2012/exploring-7.0-the-spectate-connector.html).  A content editor will be able to display a form created in Spectate using a Spectate connector button in the body content area of the page.  Only standard Spectate functionality is included in this feature.

## 2.2.2  Landing

The landing page template will contain all elements included in the Standard page template (including the optional right column) as well as a top banner image that will stretch the width of the page and then fade out.

## 2.2.3  Faculty Templates

Faculty data will be maintained within Cascade server and displayed in the following formats on the site.  Faculty data will not be dynamically pulled from a database or third party site, though CMS editors could link to third party sites within Cascade as sub-pages as needed.

### 2.2.3.1    Faculty listing page

The faculty listing page will automatically display the first and last name and departments of every faculty member listed in the folder.  It will be sorted by last name and anchor links will allow the visitor to click on a letter at the top of the page to quickly navigate to faculty members with that last name.  Please see wireframes for a visual representation of this page.

### 2.2.3.2    Faculty detail page

The faculty default detail page will display the following information saved in Cascade Server within a data definition:

- Image
- First name
- Last name
- Title
- Department—could be multiple (choose from multi-select box)
- Course(s)—can link to sub-pages in Cascade or external web pages or files
- Office
- Office Hours
- Email
- Phone
- Fax

### 2.2.3.3    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 the left column navigation.  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.  Please see wireframes for a visual representation of this page.

### 2.2.3.4    Faculty Data Definition

- Fields to choose syllabus, assignments, textbook

## 2.2.4  Committees Template

Beacon will leverage the Committee page functionality already implemented on the District Cascade site into the new college sites:  http://www.gcccd.edu/information-systems/software-training/committee-demo/default.html

- Meeting Page – In Cascade, you enter the meeting date, then attach agendas, minutes, a note and/or additional documents with titles. Tables for each year are automatically formatted and sorted by the most recent meeting date. Agendas and minutes are automatically listed under the appropriate columns, but when you upload a meeting doc file, you can enter a different title for the additional documents. The order that the additional documents are listed is controlled by the user. The tables are automatically formatted to meet accessibility standards.
- Members Page –Only Cuyamaca users see the edit section to enter their committee abbreviation which pulls a list of members from a central spreadsheet and displays them in an iframe. District and Grossmont just enter their Committee members.
- Committee home page needs data definition to provide links to Charge & Composition PDF file, Meetings page, and Members page.  Below this on the home page can be a WYSIWYG since each committee varies.

### 2.2.5 Newsletters Template

Each school's website will contain a "Newsletters" template with which they may list their department newsletters with links to current and past editions.  This page will display the following information for each newsletter:

- Newsletter name—E-grossmont and Campus Scene, for example

- Logo/image for the newsletter

- Link to current issue—opens in a new window in the current newsletter format (either PDF or HTML, but not a new design to match the website)

- Expand/contract-able lists of past newsletter links by year

Please see wireframes for a visual representation of this page.

### 2.2.6 Photo Galleries Template

Beacon will leverage the photo galleries functionality already implemented on the District Cascade site into the new college sites:  http://www.gcccd.edu/information-systems/software-training/photo-gallery-demo/index.html.

- Once the photos are uploaded and titled, they are displayed automatically. Thumbnails are in a separate folder.

- There are two ways you can upload photos to the photo gallery:

  o Upload two files at once to the main photo-gallery folder using an Asset Factory. The original photo will be created 300 pixels high and a thumbnail will be automatically 100 pixels high. Use this option if you want all your photos to be uniform in size. Users will need to rename and move the thumbnail to the Thumbnail folder.

  o Upload the main photos and thumbnails separately. With this option, you can upload all the main photos at once using a Tool called Zip Archive. Then you can create the thumbnails by uploading the files again one at a time with the special Asset Factory created for this purpose. Use this option if you want your photos to be different sizes or you want to use the Zip Archives option.

### 2.2.7  Departmental Landing Pages
Specs for this page are TBD

## *2.3  Custom Page Types*

The site will contain the following additional page types, which will contain all of the functionality of the Standard Content page (unless otherwise noted below) in addition to other specialized functionality. These pages have a specific purpose and cannot be recreated by CMS editors using page templates.

### 2.3.1 Home

The home page templates will include the elements described below.

- Animated banner image—an unlimited number of images can be uploaded via Cascade to rotate on the home page
  o The banner image on the home page will automatically rotate (using Jquery, not using Flash, to be mobile-friendly) and will contain a large image as well as a title and caption for each image.
  o Timing of the image rotation will be adjusted during the Testing phase, if required.

- o A Cascade editor with permission to the home page will be able to update the images and captions as needed from a home page data definition.
  - o It is not recommended that text be displayed on the banner image itself, as it becomes unreadable at small screen sizes. Instead, it is recommended that text be included in the title and summary fields.
  - o Banner dimensions-- 1158 pixels wide by 563 pixels high
  - o Caption text that links to internal page, file or external site (in new browser window)
- Small auto-rotating "features" area with ability to link to interior page, file or external site (in new browser window)
  - o Can include up to eight slides in the rotation
  - o Image dimensions-- 293 pixels wide by 215 pixels high
- News
  - o List of the most recent three stories that have been tagged as "Show on Home page" and tagged for the selected school within the District News section
- Events
  - o List of the most recent three events that have been tagged as "Show on Home page" and the selected school within the website calendar.

## 2.3.2  Events/Calendar

The calendar functionality of the website is still under discussion. Any solution selected should include the following features:

- Responsive design
- Add to my calendar option
- Agenda/List view of events
- Ability to search events
- Ability for visitors/students to submit events via public website
- Ability to display both schools and district events in one view and filter
- Ability to display categories

Currently, options under evaluation include:

- **Google calendar** -- integration like District site, http://www.gcccd.edu/advancement-communications/districtwide-calendar.html
  - o Pros
    - Matches functionality of current District and college sites
    - Allows color coding for different colleges
  - o Cons
    - Not responsive
- **Hannon Hill calendar**-- http://www.hannonhill.com/news/blog/2013/an-overview-of-customizable-calendars-in-cascade-server.html / http://www.uvi.edu/calendar/default.aspx
  - o Pros
    - Displays events on mobile devices responsively
    - Uses built-in Cascade features
    - Can be customized
    - Allows filtering by category/college
  - o Cons
    - Does not match calendar currently used by District
    - Would require exporting and formatting all events currently in Google to new format
- **R25 Integration**
  - o Hartford (R25 integration)-- http://www.hartford.edu/calendar/default.aspx

The selected solution will be included in the final version of this requirements document.

## 2.3.3  News

All articles will be created on the District site within the News section and then published to the selected school's websites.

Individual articles created in Cascade and tagged with the school's name will be automatically listed on that school's "Articles Listing" page that will be sorted in date order, with the most recent items first, including the title (hyperlinked to the item detail page), the date and summary text.

When the visitor clicks on the title, a detail page will be displayed that contains all article fields except the summary field.

- Article Title (required)—Text only, no formatting
- Article Summary—no text formatting, displayed on listing page and home page, not on detail page
- Link To-- Ability to link to a content page, file/document or a URL.  This field allows the inclusion of a headline in the article listing page that actually opens an existing page on the site, rather than duplicating that page's content to create a new article.
- Article body content area—includes a WYSIWYG editor area that will allow insertion of images, text formatting and hyperlinks, if desired.
- Article Date (required)
- Image—image upload/link
- School—District, Cuyamaca, Grossmont (can select multiple), determines which site(s) the article is published to.

Please see the wireframes document for a visual representation of this page.

## 2.3.4  Site Maps

### 2.3.4.1    Global Site Map

A dynamic site map will be created for each site that will automatically list (and hyperlink) all pages within the top four tiers of navigation.  This page is maintained by the system and will not need to be edited by the client.  The top of the page will contain an editable content area.

### 2.3.4.2    Audience-based Site Map

Each page of the site can be tagged by an CMS editor with the appropriate audience navigation group(s).  Individual site map pages will be created for each of the following audience groups and be linked to the header tabs for each group.  The individual site map pages will be accessed by clicking on the audience based tabs at the top of every page (Future Students, Current Students, Alumni & Friends, Faculty & Staff.

A content area will be available at the top of each page and then links to all pages tagged for that audience group will be dynamically displayed under the site content.  Pages that are not tagged will not appear in any Constituent navigation page site map.

- Future Students
- Current Students
- Alumni & Friends
- Faculty & Staff

## 2.3.5  Internal Site Search

Beacon will re-skin the current Google custom search page to match the new site designs.  No other customization of the Google search product is included.

## 2.3.6  3<sup>rd</sup> Party HTML templates

Beacon will provide HTML-only header and footer templates that match the new site designs that may be provided by the client to 3<sup>rd</sup> party vendors for incorporation into their GCCCD site pages, as needed. Though Beacon can provide limited advice and recommendation on the use of these files, it is the client and vendor's responsibilities to negotiate the actual development of these 3<sup>rd</sup> party pages.

**Pages provided by the client that may use these templates:**

- **Cuyamaca**
  - http://www.cuyamaca.net/library/  (Library searches)
  - http://cuyamaca.bncollege.com/  (Cuyamaca College Bookstore)
- **Grossmont**
  - http://www.grossmont.edu/library;http://ehis.ebscohost.com/eds/search/basic?sid=79558880-2930-4e8a-872b-4899455331af%40sessionmgr12&vid=1&hid=6 (Library search function)
  - http://grossmont.bncollege.com/(Grossmont College Bookstore)

## 2.3.7  Emergency Messages

Three options for emergency message will be developed for the website.  These include:

- Site-wide pop-up message-- An ajax light box format that will appear on every page of the site (not just the home page) when an emergency message is "active" and will disappear after being closed by visitor.  The display of the message will be controlled by a cookie and only be displayed once per session (once per visit to the site without closing the browser).
- Banner message-- Message appears on every page of the site.  Does not have to be closed by visitor.  Same message displayed on every page of the site until turned off or changed by administrator.
- Home page only message-- Message only displayed on home page. Does not have to be closed by visitor.  Same message displayed on home page only until turned off or changed by administrator.

## 2.4  District Site (http://gcccd.edu) Development

All development described in this business requirement document pertains to only the new Grossmont and Cuyamaca school websites with the following exceptions, which will be implemented on the current District Cascade server site:

- Home page
  - Update main home page rotation to allow caption text to link to interior page, file or external site (in new browser window).  No change to "Get Started" button.  **Completed 12/10/13**
  - Update features area in bottom left corner of home page to auto-rotate and link to interior page, file or external site (in new browser window).  **Completed 12/10/13**
- News—All News functionality described in Section 2.3.3 above will be added to the existing District News templates.
  - Beacon will determine and inform the client if existing news articles on the District site can display the new features as well.
- Accessibility issues—Address potential accessibility issues with the following items:
  - Global search box
  - Require alt text for images
  - Home page slide show

## 2.5  Photoshop Templates

The client will be provided with the following files at the conclusion of development:

- Original design files containing all of the site's basic graphics (not including photos uploaded into Cascade)
- Template for creation of home page banner images with faded margins

## 2.52.6    *Training & Documentation*

When development is complete, Beacon will train up to four "trainers" in a single Cascade Server training session.  These trainers will then pass their knowledge on to their responsibility groups.  This session will be recorded and the media file saved on an FTP server for download by Grossmont and Cuyamaca staff members.  Beacon will also provide a custom Cascade user manual that may be distributed to Cascade users as needed.

# 3.    Optional Enhancements (out of scope)

The following features were mentioned by stakeholders of the project, but are not provided under the scope of the current contract.  Any of these items could be implemented in this phase for an additional fee or added in a future phase of the project.  A separate quote can be provided for any of these features upon request.

- All of the functionality described in this document refers to the new Grossmont and Cuyamaca college sites.  No development of the current GCCD production site or Intranet is included in the scope of this contract with the exception of the items noted in Section 2.4.
- No content entry or page/folder creation is included in this phase of the project with the exception of the import of the current site pages into Cascade server, in the same site structure/navigation as the current sites.
- Intranet login—no login functionality will be provided within the scope of this project as Beacon understands that the current GCCCD Intranet is secured with Microsoft permissions and as the school Intranets are migrated to this platform, they will be likewise secured.
- Modification of any dynamic or database driven applications, including but not limited to those listed below will not be included within the scope of this project.  It is Beacon's understanding that when these pages are linked in the new site, they will be displayed and function exactly as they do currently.  If the design of these pages must be modified to match the current site design, that must be quoted separately and access to analyze the code for these page will need to be provided:
    - Dynamic Class Schedule
        - https://wa.gcccd.edu/col/wa?&CONSTITUENCY=WBST&type=P&pid=ST-X78WS12A
        - https://wa.gcccd.edu/col/wa?TOKENIDX=2907639841&SS=1&APP=ST&CONSTITUENCY=WBST
    - Admissions Deadlines (dynamic lookup)
        - http://www.cuyamaca.edu/admissions/deadlines_summer.asp
    - Library - uses iframe, will keep it.
        - Ask a Librarian  - http://www.cuyamaca.edu/library/
        - Gateway to research - http://www.grossmont.edu/library/
    - College Catalog -- We need a way to get course descriptions on department pages, and a centralized database for course descriptions and information.
        - http://www.cuyamaca.edu/cc/catalog.asp
        - http://www.grossmont.edu/admissions/catalog.asp
    - Career Site – will continue to be third-party
        - https://jobs.gcccd.edu/applicants/jsp/shared/Welcome_css.jsp

# 4.  Client Action Items

The following technical details need to be determined by the client before Cascade development is concluded:

- Whether the sites will all be published .aspx, .asp or .html format
- Determine permissions, toolbar options and groups
- Determine final calendar format/functionality

# 5.   Development

## 5.1   Coding Languages

All development work will be performed using the following software platforms either individually or in conjunction with each other.  *If the website will not be hosted at Beacon, the hosting environment must support these technologies.*

- Microsoft Visual Basic

- Visual InterDev

- Java Script

- HTML coded according to common industry standards, which are a combination of XHTML version 1.0 and HTML 5.0 with exceptions made for compatibility with older browsers.  HTML 5 will be used whenever possible.

- XML

- Velocity-- We can use Velocity for new formats as needed, as long as that is defined in the requirements and quoted accordingly.

## 5.2   Section 508 Compliance

Site templates and code will be built and tested to be web accessible and Section 508-compliant but body content added by the client and/or imported content may not necessarily meet all accessibility standards. Ways to maintain accessibility-friendly content will be emphasized during Cascade user training.

An accessibility checker will be turned on by default that will prompt the content editor if any elements of the page do not meet minimum Web Accessibility Initiative Guidelines (such as <table> elements without summary attributes or <img> tags without attributes (http://www.hannonhill.com/kb/Accessibility-checker/),.

Image alt tags and link titles will be required on all templates to meet Section 508 compliance.

## 5.3   Display / Screen Resolution

The Web site shall be a responsive design and will display the approved design based upon the screen resolution/width of the device viewing the site.

## 5.4   Browser and Device Support

The redesigned Web site shall be constructed to be "responsive".  It will display properly on, desktop, tablet, and mobile devices which support current industry development standards as of the date this contract is signed.  Any Web browser or operating system platform that is in Beta testing during the lifecycle of this development effort shall not be supported.  Although responsive design sites are coded to work on any modern mobile and tablet device that supports industry standards, it is impossible to test all combinations of devices and platforms.  Therefore, Beacon recommends developing and testing for the following devices and platforms as based on total market share (determined by number of current users):

**Desktop Computers**

- Windows:
    - Google Chrome (most recent build as of the contract signing date)
    - Microsoft Internet Explorer 9
    - Microsoft Internet Explorer 10
    - Microsoft Internet Explorer 11
    - Mozilla Firefox (most recent build as of the contract signing date)

- o   Safari 5
- Mac:
  - o   Google Chrome (most recent build as of the contract signing date)
  - o   Mozilla Firefox (most recent build as of the contract signing date)
  - o   Safari 5

**Tablets**

- Apple iPad 2 with iOS 7 (Safari Browser)
- Apple iPad 3 with iOS 7 (Safari Browser)

**Smartphones**

- Apple iPhone 5S with iOS 7 (Safari Browser)
- Samsung Galaxy S4 with Android 4.2.23 "Jellybean" (Chrome Browser)

**Notes:**

- Due to the frequent upgrade releases of mobile and tablet operating systems, Beacon cannot guarantee Web site compatibility beyond the versions listed above, as these are the current operating system versions as of the writing of this document.  Any requested compatibility fixes that occur during development due to a newly-released version of these platforms will need to be quoted separately.
- For any mobile/tablet device in which Beacon has direct access, the actual device shall be used in testing.  For any device in which Beacon does not have direct access, Beacon shall use "Device Anywhere" (http://www.deviceanywhere.com/), an online device emulator that allows testing on various devices.  Given an option, it is Beacon's preference to use the native device if possible.
- Beacon will not support site functionality on phones that have been rooted or jail-broken, have non-native operating systems installed (custom ROMs), or have otherwise been modified beyond manufacturer recommendations and warranties.
- If devices need to be tested and supported other than those listed above, the client will need to provide specific device information, and Beacon will quote these requirements separately.

## *5.5   Content Source*

### 5.5.1 Text Data

All content data will be provided by the client and/or re-used from the existing site as identified by the client (see Content Matrix for details).

### 5.5.2 Images

All required images for the site will be provided by the client in a format and size defined by Beacon to enable the site implementation.

### 5.5.3 Dynamic Data

All required data shall be provided by the client in a format defined by Beacon to enable site implementation.

## *5.6   Usability*

Usability emphasis is critical to ensure high quality, intuitive e-business solutions by incorporating best practices in user interface design and human factors into the web development process.

## 5.7    Online User Documentation and Help System Requirements

There are no requirements for online documentation and system help.

## 5.8    Legal, Copyright and Other Notices

A standard copyright statement shall be provided in the footer of each page.  There are no legal notices that need to be added to the Web site software as part of this project.

# 6.    Hosting & Site Maintenance

No hosting will be provided by Beacon Technologies.

Beacon offers a post-launch maintenance program for clients who host with Beacon.  This is a pay-as-you go service.  Details can be provided by Beacon's Account Executive.

# 7.    Meeting Notes

## 7.1    Task Force Kick-Off Meeting (11/5/13)

### 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

### 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

## 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**

## Stakeholder Meeting Discussion Topics

## 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

## Functionality

### Part 1 (11/19/13)

- Photo Gallery
- Search Results—Google custom
- Widgets
  - o Video
  - o Image
  - o Blog
  - o Events
  - o Content
- Google Maps integration

### Part 2 (12/3/13)

- News
- Events/Calendar
- Newsletters
- External/custom applications
- Spectate forms
- 3rd Party HTML Templates

## Content (12/3/13)

- Content inventory
- Import and freeze
  - o Release new site in sections or all at once
  - o Consider two phased freeze and launch
- Page Integration
- 

## Cascade & Other Functionality (12/10/13)

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

## Action Items

- Put together a formal communication for this project and task force
  - o Responsible:  Anne/Shari
  - o Due: TBD
- Begin determining member of the college committees
  - o Responsible: all task force members
  - o Due: TBD
- Flex week workshop organization
  - o Responsible:  Sue for Grossmont, Kerry for Cuyamaca, Anne will be a point person
  - o 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)
  - o Responsible:  Jeff for Grossmont, Kerry for Cuyamaca
  - o Due: 12/10/13

## 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"

## *7.2 Sample Site Review and Cascade Templates (11/12/13)*

### 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

### 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

- o http://cuyamaca.beacontest.com/standard-2-col.html
  - o http://grossmont.beacontest.com/standard-2-col.html
- 3 column
  - o http://cuyamaca.beacontest.com/standard-3-col.html
  - o http://grossmont.beacontest.com/standard-3-col.html
- An optional third column included in the standard interior and landing page templates
  - o 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

- o 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.
- o 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.
- o 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:
    - o First name
    - o Last name
    - o Title
    - o Department—could be multiple (choose from multi-select box)
    - o Office
    - o Email
    - o Phone
    - o Fax
    - o Image
    - o 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.
- o 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.
- o 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?

## 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/

## Client Open Action Items

<span style="color:red">Added as new tab to Projectbook</span>

## 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 <u>every</u> 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

## Other/Wrap-Up

## 7.3   Website Functionality (11/19/13)

### Events/Calendar

1. **Google calendar** -- integration like District site, http://www.gcccd.edu/advancement-communications/districtwide-calendar.html
     a. Pros
          i. Matches functionality of current District and college sites
          ii. Allows color coding for different colleges
          iii. Debbie/Anne—other positives?
     b. Cons
          i. Not responsive
2. **Hannon Hill calendar**-- http://www.hannonhill.com/news/blog/2013/an-overview-of-customizable-calendars-in-cascade-server.html / http://www.uvi.edu/calendar/default.aspx
     a. Pros
          i. Displays events on mobile devices responsively
          ii. Uses built-in Cascade features
          iii. Can be customized
          iv. Allows filtering by category/college
     b. Cons
          i. Does not match calendar currently used by District
          ii. Would require exporting and formatting all events currently in Google to new format
3. **Custom calendar**—Beacon has created a number of different customized calendars in Cascade, based on the client's needs:
     a. Lees-McRae-- http://www.lmc.edu/calendar/index.htm
     b. Winston-Salem State-- http://www.wssu.edu/about/events/default.aspx
     c. Hartford (R25 integration)-- http://www.hartford.edu/calendar/default.aspx


Notes

- Lees Mccray listing view was discussed
- Should have Add to my calendar, agenda and calendar view
- Can sub-sites have their own google calendar?
- Contact R25 for features (see chapman.edu)
     o Web presence
     o Searching events
     o Submit events
     o See both schools
     o List view
     o Categories
     o Responsive
     o Athletics shares schools
     o Administration

### News

- Grossmont blog—continue use of this site: http://gcnewsrelease.blogspot.com/ ?
- Cuyamaca news releases—couldn't find a current location
- Recommend a News/Press releases site like the following:
     o http://www.uvi.edu/news/default.aspx
     o http://www.wssu.edu/about/news/default.aspx
     o http://www.sebts.edu/headlines/default.aspx

### Newsletters

Each school's website will contain a "Newsletters" page type, with which which they may list their campus newsletters with links to current and past editions.  This page will display the following information for each newsletter:

- Newsletter name—E-grossmont and Campus Scene, for example
- Logo/image for the newsletter
- Link to current issue—opens in a new window in the current newsletter format (either PDF or HTML, but not a new design to match the website)
- Expand/contract-able lists of past newsletter links by year

## Emergency status message

- Are there any specific college policies with regard to emergency message location and content?
- Recommend an ajax light box format that will appear on any page of the site (not just the home page) when an emergency message is "active" and will disappear after being closed by visitor. The display of the message will be controlled by a cookie and only be displayed once per session (or once per visit to the site without closing the browser, in other words).

## Photo Gallery

- Beacon will leverage the photo galleries functionality already implemented on the GCCCD Cascade site into the new college sites:  http://www.gcccd.edu/information-systems/software-training/photo-gallery-demo/index.html.
- During the content evaluation phase, it will be determined if current photo galleries will be integrated into the new photo gallery format or continue to link to external/3$^{rd}$ party resources. This will be noted in the final Content Matrix documentation.

## Right Column Widgets

- Content area—An editable heading and small amount of text (not restricted, but recommend 200 characters or less), including a hyperlink to another page, if needed
- Image area—An editable heading and small image (dimensions: TBD) to be displayed in the right column.  Image can be hyperlinked to an internal or external page (optional).
- Video area—An editable heading, thumbnail image (dimensions: TBD), and a link/video id to a YouTube video are first saved in Cascade.  Then the selected video widget will display the thumbnail image and hyperlinked title text for the selected video.  Clicking on the image will open an Ajax window to play the video with a standard YouTube player.
- External links area—A heading and bulleted list of links (either internal or external) to be displayed in the right column of the page.
- Blog-- When selected on an interior content page, this widget pulls entries from an existing RSS feed and displays them below the body content area.  The CMS administrator will need to provide the link to the RSS feed within the data definition.
- Events-- If a content administrator wants to display their Google event calendar on an interior page, they may do so by adding the "Event Widget" to their page.  To display the events, the content editor must provide a Google Calendar in the data definition of the selected page.  The calendar information will then be displayed below the content on the page.

## Google Maps integration

A Google Map page format will be included so that CMS editor can enter name, address, latitude, longitude and notes to display a Google map on the Cascade page.  For example: http://hged.beacontest.com/about/contact-us/map-hours-directions.aspx

## *7.4    Website Functionality (12/3/13)*

## College Committee Discussion (12/11/13)

- Overall project plan (task force charge, relationship to steering task force, goals, timeline, communication, etc.)
- Draft site
- Not require any decisions or recommendations at this first meeting
- First assignment?
    - Photos for home and buckets (pixels wide by high):
        - 1158 x 563 – homepage slider
        - 293 x 215 – homepage featurette
        - 241 x 161 – Interior bucket spots
    - Determine tier 3 navigation under the following top navigation items:
        - Programs & Departments
        - Student Services
        - Campus Life
        - Quick Links
        - About
        - Future Students
        - Current Students
        - Alumni & Friends
        - Faculty & Staff

### News

- Grossmont blog—continue use of this site: http://gcnewsrelease.blogspot.com/ ?
- Cuyamaca news releases—couldn't find a current location
- Recommend a News/Press releases site like the following:
    - http://www.uvi.edu/news/default.aspx
    - http://www.wssu.edu/about/news/default.aspx
    - http://www.sebts.edu/headlines/default.aspx

### Newsletters

Each school's website will contain a "Newsletters" page type, with which they may list their campus newsletters with links to current and past editions.  This page will display the following information for each newsletter:

- Newsletter name—E-grossmont and Campus Scene, for example
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- Link to current issue—opens in a new window in the current newsletter format (either PDF or HTML, but not a new design to match the website)
- Expand/contract-able lists of past newsletter links by year

### Emergency status message

- Are there any specific college policies with regard to emergency message location and content?
- Recommend an ajax light box format that will appear on any page of the site (not just the home page) when an emergency message is "active" and will disappear after being closed by visitor. The display of the message will be controlled by a cookie and only be displayed once per session (or once per visit to the site without closing the browser, in other words).
- Possible design examples here:  http://blog.beacontechnologies.com/emergency-status-messages/

### Right Column Widgets

- Content area—An editable heading and small amount of text (not restricted, but recommend 200 characters or less), including a hyperlink to another page, if needed

- Image area—An editable heading and small image (dimensions: TBD) to be displayed in the right column.  Image can be hyperlinked to an internal or external page (optional).
- Video area—An editable heading, thumbnail image (dimensions: TBD), and a link/video id to a YouTube video are first saved in Cascade.  Then the selected video widget will display the thumbnail image and hyperlinked title text for the selected video.  Clicking on the image will open an Ajax window to play the video with a standard YouTube player.
- External links area—A heading and bulleted list of links (either internal or external) to be displayed in the right column of the page.
- Blog-- When selected on an interior content page, this widget pulls entries from an existing RSS feed and displays them below the body content area.  The CMS administrator will need to provide the link to the RSS feed within the data definition.
- Events-- If a content administrator wants to display their Google event calendar on an interior page, they may do so by adding the "Event Widget" to their page.  To display the events, the content editor must provide a Google Calendar in the data definition of the selected page.  The calendar information will then be displayed below the content on the page.

## Google Maps integration

A Google Map page format will be included so that CMS editor can enter name, address, latitude, longitude and notes to display a Google map on the Cascade page.  For example: http://hged.beacontest.com/about/contact-us/map-hours-directions.aspx

## *7.5 Content Import and Other Functionality (12/10/13)*

### Content Import and Implementation Process

- Content matrix completion
  - o 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
  - o Includes only pages housed on the Grossmont and Cuyamaca main sites, not third party sites like CCApply, 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).
  - o 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
  - 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.
  - Current navigation and design elements of the current site are removed from copied files (no change to live sites)
  - 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
  - Modified pages are moved from their current navigational structure into the new site navigation, based on the content matrix.
  - Appropriate template and formatting applied to page after being moved, based on content matrix selection
  - If content for this page will be replaced/updated, the new content is located and added to the page, based on content matrix
  - New page is published to the Test site
  - Process is repeated for every page (usually anticipate 5-10 minutes per page)

### 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.

## Client Action Items

## Beacon Action Items

# 8.    Document Approvals

The signature page indicates all parties from Beacon Technologies and Grossmont and Cuyamaca Community Colleges have reviewed the Business Requirements document and agree to its contents.

_____       _____

Annette Fowler, Beacon Technologies, Project Manager        Date

_____       _____

Date