**Grossmont-Cuyamaca Website Redesign Project**

## Kick-Off Meeting Agenda 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.kilberredman@gcccd.edu
* Anne Krueger, Communication and Public Info Director (District), Anne.Krueger@gcccd.edu
* Alicia Munoz, English as a Second Language Instructor (Cuyamaca), Alicia.munoz@gcccd.edu
* Brian Nath, Director/Information Systems (District), Brian.Nath@gcccd.edu
* Debbi Smith, Instructional Design Technology Spec/IS (District), Debbi.Smith@gcccd.edu
* Shari Waters, Consultant, Shari.Waters@gcccd.edu

# Discussion Points

* Role of the steering committee
	+ **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 steering committee meeting and preliminary deliverables (business requirements, wireframes, project plan) with college committee (or other applicable resources) and provide feedback by Dec 20
	+ Provide final approval of all project deliverables by Jan 10
* Role of college committees
	+ **Interface with college stakeholders to determine and approve the final information architecture for each college site (by March 7)**
	+ 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
	+ 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)
	+ Interface with Beacon developers on organization of content areas and content population (Integration Phase)
* Schedule stakeholder meetings
	+ Dates (all Tuesdays)-- 11/12, 11/19, 12/3, 12/10, 12/17, 1/7
	+ Time?
	+ Location?

# Project Timeline

* **Analysis & Design Phase—11/5/13 – 1/10/14**
	+ 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-- 12/17/13
		- Review final deliverables—1/7/14
	+ Preliminary deliverables (business requirements, wireframes, project timeline) provided by Beacon—12/13/13
	+ Final feedback on all discussion topics and preliminary deliverables from client-- 12/20/13
	+ Final A&D deliverables provided by Beacon—12/27/13
	+ Final A&D phase deliverables approved by steering committee—1/10/13
* **Information Architecture Review— Jan 13 – Mar 7**
	+ Each department/content owner reviews current content, determines what needs to be rewritten and/or discarded
	+ Main site navigation under new top navigation items determined by college committees
* **Cascade Site Development (Beacon)—Jan 13 – Feb 28**
	+ 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)**

# Stakeholder Meeting Discussion Topics

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

* Review of mini site templates
	+ Grossmont - <http://grossmont.beacontest.com/default.html>
	+ Cuyamaca - <http://cuyamaca.beacontest.com/default.html>
	+ Based upon approved HTML designs but updated to be responsive
	+ All content and navigation is for sample purposes only
	+ News and Events are hard-coded until final news and event functionality can be determined
* Cascade Templates
	+ Main Homepage
	+ Landing Page
	+ Standard Page
	+ Faculty Templates
	+ Committees Templates
	+ Academic Department Template

### 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

### Content (12/3/13)

* Content inventory
* Import and freeze
	+ Release new site in sections or all at once
* Page Integration

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

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

# Other / Wrap Up