**Grossmont-Cuyamaca Website Redesign Project**

## Kick-Off Meeting Agenda 11/5/13

# Introductions

**Beacon Technologies**

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**Grossmont/Cuyamaca/District**

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# 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