New Web Site Project Step-by-Step Guide

The process to create the content and publish a unit site using existing templates.

- Discovery meeting: discuss plan, and service level agreement, and how we can support their efforts with client/colleague.  
  Nayana Hejmad
- Generate project code number  Jennifer French
- Generate Content Audit  Tyrel Jennings
- Conduct Content Clustering/Site Mapping exercise  Elizabeth Furey
- UNIT receives Basic Training.  Elizabeth Furey
- UNIT Receives Advanced Training  Tyrel Jennings
- Discuss template widgets, colour, and site name with client  Tyrel Jennings
- Provide Marcomm Flickr Image Library  Tyrel Jennings
- Create web site order: colour, widgets etc.  Tyrel Jennings
- Create Dev site.  Simon Babineau
- Enter site map in CMS.  Tyrel Jennings
- Provide Draft Site to client to populate  Tyrel Jennings
- Social media feeds and accounts are confirmed  Tyrel Jennings
- UNIT attends Web Writing Workshop.  Elizabeth Furey
- Creative develops Leaderboards.  Marketing
- UNIT web editor enters all content – web editor and specialist to support  Elizabeth Furey
- Submit Information Provider’s Agreement form (IPA) for new URL(s) two weeks prior to launch  Nayana Hejmad
- Unit provides launch date (week prior to launch)  Tyrel Jennings

LAUNCH:
- Review/edit written content once launch date is confirmed and content is final  Elizabeth Furey
- Create old site back-up (if necessary).  Simon Babineau
- Put in roadblock site.  Tyrel Jennings
- Review links, features, and responsive functionality  Tyrel Jennings
- Launch site to public  Simon Babineau
- Add site to “A-Z” listing  Tyrel Jennings
- Provide back-up to client  Tyrel Jennings
- UNIT receives GA account and training.  Tyrel Jennings
- Consider where the organization should be linked on mun.ca sites  Elizabeth Furey
- Add users, ensuring they are trained  Tyrel Jennings
- Request Redirects  Tyrel Jennings
- Put in redirects  Tyrel Jennings
- Add users to banner manager, post launch  Simon Babineau
- Delete old content of old sites as necessary  Simon Babineau
- Remove roadblock  Tyrel Jennings
- Provide editorial calendar template and help guide  Elizabeth Furey
- UNIT lets its users know site is live and asks for continual feedback  Tyrel Jennings