



ASSOCIATED STUDENTS OF WWU Website Timeline and Project Plan

Summary:

The launch of the new AS website has had many setbacks over the course of this year. Some of these setbacks have included:

- *Underestimation of the time needed to complete project*
- *Slow organizational input into the content and design phases of the website*
- *Lack of clear communication between all stakeholders throughout this process*

In spite of these setbacks we have seen significant progress on actual development and design of the new website. In moving forward with the remainder of this project we plan to set key milestones and deadlines to ensure clear communication between all key stakeholders.

Key Milestones and Deadlines:

The following milestones and deadlines will provide a means to assess the progress of the website completion and serve as a method for communication between all key stakeholders.

All formal communication, milestones, and content/structural changes will be documented via our workflow management system, allowing all stakeholders to participate and be informed on the project's status and progress.

Task/Goal to Accomplish	Estimated Date of Completion
Submit to the AS Board of Directors a completed site map of the new AS Website	May 28 th , 2010
Launch 1 Compete and launch the following web pages: <ul style="list-style-type: none"> • AS Review • Recycle Center • Business Office 	June 11 These can be finished by this date due to not needing any design work.
Launch 2 <ul style="list-style-type: none"> • Government • KUGS • Outdoor Center • WST 	July 2 These sites are important for summer use, but require some design work. This will allow for a new hire's training, and a margin of two weeks into summer quarter to finish design
Launch 3 <ul style="list-style-type: none"> • ASP • CDC • EDGE 	July 23 This will be the last launch prior to the PC Coordinator being gone on cyclic leave.

<ul style="list-style-type: none"> • ESC and club placeholders • PC • REP 	
<p>Launch 4</p> <ul style="list-style-type: none"> • AS Clubs • ESP • KVIK • Outback • Viqueen 	<p style="text-align: center;">August 27</p> <p>This will be a launch of all pages in their most current state. All pages will be functional, but may lack some favorable design elements.</p>
<p>Presentation to AS Board on completion of website and what new direction and type of maintenance will be required from users within the organization</p>	<p style="text-align: center;">Mid September at first board meeting</p>

Methods of Implementation:

The milestones and deadlines above will be monitored by Publicity Center Coordinator. It is understood that changes may and can occur to this project plan/timeline. If changes do arise that effect milestones or completion dates it will the responsibility of the Publicity Center Coordinator to communicate those changes to the AS Board of Directors, through the AS Vice President for Business and Operations.

DRAFT

Cindy Monger

From: Jeff Bates
Sent: Tuesday, May 18, 2010 1:27 PM
To: AS VP BusOps
Cc: Jim Schuster; Kevin Majkut; AS Webmaster; Cindy Monger
Subject: web timeline
Attachments: website timeline and project update - jb.doc

Virgilio,

Please include this information in our proposal for funding.

In order to regain confidence and optimism for a launch I am personally excited about, I have put forth the requested funding proposal you received yesterday. Additionally, I have requested from PC design staff any assistance they might be able to offer to complete some of the minor design necessary to move a few websites closer to launch by the end of spring quarter. I have instructed our Web Developer to prioritize development of the Government site as well as other sites needed by AS constituents over summer so they are best prepared for final design adjustment once a designer does become available.

The incoming Web Developer, beginning June 22, will be charged both with technical development, as well as project management and prioritization of specific tasks needed from web design staff to meet required milestones. I will oversee the entire project except during my absence in late summer, when the Web Developer will handle all communication and move the project forward.

Please see the attached revised version of your timeline document. I've adjusted dates based on how close some sites are to being finished, immediacy of need by constituents, availability of design staff to do necessary completions, and my own scheduled cyclic leave. I have also removed the two written reports, suggesting we all use Basecamp, (both its messaging and milestone tracking), as a primary tool for both discourse and reportage. I believe it's the most efficient, immediate, documentable and transparent means of maintaining clear communication about website progress with all individuals assigned to the project. I have created a Basecamp project, mirroring the attached timeline, and have added you and Colin to the project, as well as some administration. Per your suggestions, I will be happy to include the entire new Board, and anyone else you request be assigned.

Please let me know what you think.

Best of luck on your final stretch!

-j

Jeff Bates
Publicity Center Coordinator
Western Washington University