CAS Website Redesign Process

Phase 01: Website Redesign Request Form submitted
- Can be found on the CAS Comm Team microsite, at www.cas.udel.edu/commteam/Pages/project-request-form.aspx

Phase 02: Initial meeting between Web Team and Decision Team
- Decision Team should include everyone on the unit side with authority to make decisions about the site:
  » High-level decision makers
  » May also include content managers, but not required at this point in time
- Representatives from CAS IT Team and CAS Comm Team

Phase 03: Agreement to proceed
- Both parties agree on template, responsibilities, and stages as outlined in the Web Redesign Process

Phase 04: Uncustomized site activated
- SharePoint 2013 base template made available online to unit (but not publicly visible)

Phase 05: Content training
- IT Team provides training on content management for users who will regularly manage unit’s site content (creating pages, adding photos)
- Training only occurs once Content Team is ready to begin actual input

Phase 06: Content input
- Content Team begins content input (which includes page creation, text and photo entry, etc.)

Phase 07: Database Worksheet completed by Decision Team
- Questions answered by filling out worksheet:
  » Which pre-built databases are needed?
  » Will any pre-built databases need customization?
  » Are any fully customized databases needed?

Phase 08: Database input completed
- IT Team provides training to Content Team on content management specific to database entry
- There must be enough completed content for the website to go live before moving on to Phase 11

Phase 11: Site header designed
- Decision Team proofs design concept/s for header.

Phase 12: Site header approved
- Final concept selected and approved by Decision Team. No additional changes made.
- New header uploaded to unpublished site.

Phase 13: Site styled
- Most of site style is set by template system (font, colors, etc.). This phase relates to minor visual adjustments or custom database styling

Phase 14: Feedback meeting between Web Team and Decision Team
- Prior to meeting, Decision Team and constituents outside their team review and provide final input.
- During meeting, site is reviewed and Decision Team’s comments and concerns are expressed and addressed.

Phase 15: Feedback processed
- Web Team makes minor tweaks as needed

Phase 16: Compatibility testing/final site review
- Make sure everything is functioning properly in various browsers

Phase 17: Site approved to go live
- Decision Team gives final approval

Phase 18: Site goes live
- Site is launched publicly.
- IT team addresses URL redirects as necessary.
- Google Analytics activated.