

Training Worksheet: WEBSITE DESIGN PROJECT PLAN TEMPLATE

Modify this project plan template to manage your web design project.

Project Title: _____ Website Design Project
(Your Organization Name Here)

Project Description:

The development of a new website using the Stacks Platform. This project plan will outline the steps of the project and allow personnel to be assigned and timelines determined at each step.

Project Steps:

Starting Point:

Once you receive the onboarding checklist, begin gathering the needed information and decide which members of your staff will work on the project. Assign roles and responsibilities to each staff member. Possible roles could be:

Project Manager: Responsible for detailing the overall objectives of the strategy and holding the team accountable to its the timelines.

Content Analyst: Leads the content analysis and user group definition using the worksheets as a guide.

Stacks Specialist: Responsible for being the in-house Stacks expert and recommending what tools and features will be used to implement the site map.

Site Architect: Leads the creation of the site map based on the content analysis and user group definitions.

STARTING POINT		
Objective	Team Member Responsible	Timeline
Onboarding Checklist-Complete		
Choose your Team		
Assign Roles and Responsibilities		

Site Setup

The Stacks team will create a website instance for you using the integration and configuration requirements from your onboarding checklist.

SITE SETUP		
Objective	Team Member Responsible	Timeline
Activate Domain One		

Analysis

In this step, you will take an inventory of information on your current site, determine your users, the most important tasks on your current site, review your community demographics, and the mission and goals of your organization. Finally, determine any new content that you may want to add to your site.

ANALYSIS		
Objective	Team Member Responsible	Timeline
Current Site Inventory		
Review Mission/Goals		
Define User Groups/ Tasks		
Review Analytics (Current Site)		
Plan New Content		

Stacks Training Program

Begin with the self paced modules and then book live training with the Stacks Training Team. The training will cover the setup and configuration of your site, how to create content and organize your information and how to select the best Stacks features to showcase your content.

TRAINING		
Objective	Team Member Responsible	Timeline
Self Training Module 1		
Self Training Module 2		
Self Training Module 3		
Session 1: Getting Started		

Session 2: Building a Foundation		
Session 3: Completing the Experience		

Implementation

Begin setting up your site and creating content.

IMPLEMENTATION		
Objective	Team Member Responsible	Timeline
System Configuration		
Information Architecture/ Site Organization		
Content Development		

Testing

This step involves launching your site, testing the site with users, and making any needed adjustments.

TESTING		
Objective	Team Member Responsible	Timeline
Soft Launch		
Small Group User Testing		
Adjustments		

Go Live

These are the steps in the process of making your new site live. Stacks can assist with these objectives.

GO LIVE		
Objective	Team Member Responsible	Timeline
Change DNS		
Propagate Records		

Determine Go Live Date		
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