

## **WEB RESTRUCTURE PROJECT DETAILED TIMELINE**

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October 25	Survey sent out to site administrators and publishers
November 10	Meet with Learning and Teaching group to discuss content classification
November 13	Meet with Campus and Community group to discuss content classification
November 27	Meet with About SCU group to discuss content classification
November 28	Survey results compiled and presented to WEBCOM
November 30	Meet with Research and Scholarship group to discuss content classification
December 4	Meet with Services and Administration group to discuss content classification
December 5	Meet with Audience group to discuss content classification
December 7	Meet with Jesuit group to discuss content classification
December 11, 10-11:30	About SCU card sorting exercise
December 18, 2:30-3:30	Meeting to review site statistics and Google Analytics
December 19	OMC review of RFP complete
December 20	Draft RFP to WEBCOM for review
Mid December – Mid January	Documentation complete (summary of findings from the stakeholder meetings, site statistics and Google analytics, and the 2005 usability testing, along with the results of the card sorting exercises)
By December 22	RFP sent out to prospective designers/consultants
January 5	Responses from WEBCOM due
January 10	RFP distributed to vendors
Mid January	End user survey (feedback from external users)
January 31	Proposals due to SCU
February 2	Finalists notified
February 14- 21	Finalist presentations to SCU
February 15, 3-5pm	#1
February 20, 10am-12pm	#2
February 21, 10am-12pm	#3
February 22, 3:30pm	Contractor selected
March 1	Kick-off meeting with contractor
April	Identify and begin user testing

May- June

CMS transformation (development in implementing design)

June 29

Project completed