

CCNCTO Website Project – Timeline

Timeline:

June 15-June 30

Tasks:

- Meet with Karen & website committee to talk about: proposed content, site structure, translations, site look-and-feel

Milestones:

- Produce site map/ navigation structure for the entire site (Ken & Katie)
 - Create preliminary layouts (without graphical embellishments) for each section in the proposal, (Ken & Katie)
 - Choose web hosting solution and set up webspace (Ken)
 - Set up Content Management System (CMS), and implement/ test *basic* functionality for the following components: Multimedia Gallery, Document Manager, Guestbook (Ken)
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July 1 – July 15

Milestones

- Implement basic functionality for the following CMS components: Blog (for press releases, news coverage, comments), Membership Form, Events Calendar, Customized Search, RSS feed (Ken)
 - Produce 50% of design templates for proposed sections (Katie)
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July 16-July 31

Milestones

- Customize CMS components according to completed (first 50%) design templates, ensuring smooth user experience (Ken)
- Add and test display of Chinese text in CMS (Ken)
- Produce remaining 50% of design templates for proposed sections (Katie)

- Set up Paypal account for online donations (Ken)
 - Produce and test online Donation Form, with thank you letter (Ken)
 - Finish and test media caching feature (Ken)
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August 1-August 15

Milestones

- Customize CMS components according to completed (second 50%) design templates, ensuring smooth user experience (Ken)
 - Finish CMS Front Page, which aggregates the most recent items from every section (Ken)
 - Create automatic browser forward to Chinese/ English sections of the site (Ken)
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August 16-August 31

Tasks

- Start porting website English & Chinese content (Ken & Katie)
- Start testing/ debugging website (Ken & Katie)

Milestones

- Customize/ simplify backend administration to be user-friendly for non-technical staff (Ken)
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Sept 1-Sept 15

Milestones

- Finish porting website English& Chinese content (Ken & Katie)
- Finish testing/ debugging website (Ken & Katie)
- Optimize website hits for English and Chinese search engines (Ken & Katie)

Sept 16-Sept 30

Tasks

- Provide training to staff (Ken & Katie)
- Write documentation/ manuals for staff (Ken & Katie)