

University Communications Web Project Process

- I. Identify Purpose
 - What will this site be doing and why?
- II. Define Audience
 - Who do we want to see this page, identify primary and secondary audiences, and the proposed path or places that will link to this page.
- III. Identify All Content Needed
 - A website is like a body. To begin, we need a skeleton, which is the Sitemap, once that is in place we need the muscle, or the text, and finally, the skin or the Photos, and Graphics. Please let us know what you need help with, and what you already have.
- IV. Web Project Request Form
 - Fill out the form located on this page.
- V. Planning Meeting
 - Once the web committee has approved your web request you will be contacted and a meeting will be arranged to collaborate and define your project scope and timeline.
- VI. Weekly Updates
 - We will provide weekly status updates as to the progress of your project.
- VII. Client Approval
 - Once the project is finished, then we will arrange a meeting to present the finished project for approval and final adjustments.
- VIII. Make it live
 - After all approvals, the site is made live and will be publicized on the campus communication channels.