

DATE	TASK
APRIL 2006	
April 5	Design team makes recommendation to web team re: design layout.
April 21	Content verification goes out to departments & relevant staff
April 27	Content team makes decision on navigation menu labeling, categories & contents
MAY 2006	
May 1	Content team makes recommendation to web team re: navigation menu.
May 1	Name staff member to head up quality control.
May 1	Make recommendation to web team re: usability testing
May 1	Begin discussion of preferred News format for homepage.
May 17	Design team makes recommendation to web team re: fonts, colors, headers, footers.
May 17	Design team makes recommendation to web team re: layout & design of interior & secondary pages.
May 22	Design a usability test and plan.
May 24	Find student & faculty participants for usability test.
May 25	Begin preliminary usability testing with prototype.
May 31	Set up procedure for reporting errors during functionality testing.
JUNE 2006	
June 1	Make recommendation to web team re: news format.
June 1	Analyze data from preliminary usability test and make recommendation (if any) to web team.
June 1	Content verification deadline
June 1	Deadline for new content
June 7	Finish building site map.
June 8	Build file structure for site.
June 10	Write draft of editorial guidelines for content.
June 10	Write draft of production guidelines for HTML tags, attributes, etc.
June 10	Write design-specific guidelines re: fonts, colors, etc.,
June 10	Write draft of library-specific web policy.
June 10	Create graphics for templates
June 25	Select photographs for webpages.
June 20	Build HTML templates for the pages.
June 20	Begin building HTML pages.
June 25-July 10	Begin populating content into pages.
June 20-July 10	Begin building ASP pages for Research a Subject pages
June 25-July 10	Begin building pages for staff contact information
June 25	Insert photographs & graphics into pages
June 30	Create any rollovers, forms, pull-down menus, pop-ups, etc.
June 30	Clean up code.
June 30	Create XML for RSS feed (for News).

DATE	TASK
<u>JULY 2006</u>	
July 9	Make sure all links are working on homepage
July 9	Add links & check functionality of drop-down menus & content category links on homepage
July 10	Begin functionality testing
July 15	Begin second round of usability testing
July 20	Deadline for reporting errors to QC staff member.
July 25	Fix errors reported.
July 15	Prepare launch announcement.
last week of July	Staff informational meetings
end of July - early August	Staff training?
last week of July	Conduct final checks.
<u>AUGUST 2006</u>	
August 1	Upload site during off-peak hours.
	Troubleshoot last-minute problems.
	Put temporary home page in place.
	Have a rollback ready in case of problems.
	Faculty/staff orientation
<u>SEPTEMBER 2006</u>	
	Student orientation

