NAME OF PROJECT

Project Overview

* Create or refresh…

Target Audience(s)

* Students, Faculty, and staff…

Client Goals

* Promote information and resources for parents and families of students

CSWS Responsibilities

* Validate the site meets the stated customer and target user goals
* Align website with current UCSD branding
* Ensure the site meets all UC San Diego style guidelines, usability, accessibility including conformance to section 508 guidelines for accessibility and quality criteria
* Create a website shell with the latest templates and CSS
* Work with client on content collection and site map strategy
* Ensure proper Web content strategy
* QA site before release
* Train staff and designees on how to update the website prior to deployment so staff can make updates going forward

Client Responsibilities

* Create and send content to CSWS, including graphics (full-width homepage images should be 1280x400 at 72 dpi)
* Provide staff to be trained for on-going CMS upkeep
* Approve site before live release

Staffing/Roles

| **Role** | **Contact** |
| --- | --- |
| Project Manager(s) (PM) | Chris Stuart |
| Final approver(s)(Gives the approval to move the site live to production) | Allisa Becker |
| Site Sponsor/content provider(Responsible for ensuring the accuracy and timeliness of the content during development and for updates after the site launch) | Client |
| Quality assurance (QA) / PM back-up(Provides quality assurance throughout the lifecycle of the project and is a back-up for PM) | Allisa Becker, Jeremy Wiles, Cristian Horta |
| Migration & Deployment | CSWS |
| Maintenance after initial deployment | Client |

Timeline

|  | **Tasks** | **Responsibility** | **Target date** |
| --- | --- | --- | --- |
|  | SOW approval | Client |  |
|  | Site outline delivered | Client |  |
|  | Site content finalized | Client |  |
|  | Content migration completed | Client  |  |
|  | Staff review and changes | CSWS and Client |  |
|  | CMS Training | CSWS  |  |
|  | **Site launch** | CSWS |  |

**UCSD Requirements, Style Guidelines and Service Level Agreement**

The customer has agreed to adhere to UCSD style guidelines and Campus Web Office best practices about the following areas:

* Accessibility / ADA section 508 compliance
* Navigation and presentation paradigm as defined in the provided templates
* CSS / HTML / font usage
* CMS requirements and Service Level Agreement

**Requirements for a CMS site:**

* https://csws.ucsd.edu/prod-serv/cms/next-steps/prerequisites.html

**Service Level Agreement for a CMS site:**

* https://csws.ucsd.edu/prod-serv/cms/next-steps/sla.html

**Approved CMS templates:**

* https://csws.ucsd.edu/support/documentation/working/cms-templates-styles/index.html

**Approved CSS classes and HTML samples:**

* http://developer.ucsd.edu/design/styles-widgets/styles/index.html

**ADA Section 508 website accessibility guidelines:**

* http://www.section508.gov/

**Approvals**

Please type your name in the box below as indication of your approval of this document.

|  |
| --- |
| Name: Date:  |
|  |