



Content Organizing Process

[CLIENT NAME]

[DATE]

[PROJECT MANAGER]

Today's Goals & Objectives

1. Introduce the Content Organizing System spreadsheet
2. Explain the user/content permissions relationship
3. Set sequence for deliverables

Departments Tab

Departments are used to identify who is responsible to update and manage specific content

Deliverable:

Please list all of your departments that will have content on the website

Department List

Replace the placeholder Content Groups with your information and delete unused sample Content Group names. Add additional Content Groups by inserting rows

Departments

City Clerk

Marketing

Parks & Rec: Senior Programs

Parks & Rec: Youth Programs

Utilities

Content Group 06 - Place Holder

Content Group 07 - Place Holder

Content Group 08 - Place Holder

Content Group 09 - Place Holder

Content Group 10 - Place Holder

Content Group 11 - Place Holder

Content Group 12 - Place Holder

Content Group 13 - Place Holder

Content Group 14 - Place Holder

Content Group 15 - Place Holder

CMS Users Tab

- A user account should be configured for each individual that will need to log in and edit or publish content
- Each user can be assigned to one or more departments
- A user can be either an Editor or Publisher for their assigned department.
- A user can also be a Super User, which is a special permission to make a single user into a Publisher for all Departments

Deliverable:

List all CMS users, their department, and role

First Name	Last Name	User Name	Department	Email Address	User Role	Notes
Paul	Smith	paul.smith	Parks & Rec: Senior Programs	paul.smith@city.com	Publisher	
Paul	Smith		Parks & Rec: Youth Programs		Editor	
Mary	Jenkins	mary.jenkins	Marketing	mary.jenkins@city.com	Editor	
Beth	Schultz	elizabeth.schultz	City Clerk	elizabeth.schultz@city.com	Super User	

Current Sitemap Tab

- This is an organized listing of all of the pages on your website.
- The colors and indentation indicate the parent/child relationship between pages

Deliverables:

- Please ensure that no pages are missing from the sitemap
- Please list a single responsible department for each page
- Add any notes that you think may be helpful

Navigation Name/ Level [Required]	Location (MS Word file of URL) [Required]	Site Map Notes	Client Migration Notes (Client/PM)	Department [Required]
Approach	http://www.visioninternet.com/approach/why-vision	Redirect		Marketing
Why Vision?	http://www.visioninternet.com/approach/why-vision			Marketing
Our Process	http://www.visioninternet.com/approach/our-process			Marketing
Accessibility	http://www.visioninternet.com/approach/accessibility-143			Marketing
Solutions	http://www.visioninternet.com/solutions			Development
Software	http://www.visioninternet.com/solutions/software/visionlive			Development
visionLive	http://www.visioninternet.com/solutions/software/visionlive			Development
visionPulse	http://www.visioninternet.com/solutions/software/visionpulse			Development
Professional Services	http://www.visioninternet.com/solutions/professional-services/website-development	Redirect		Development
Website Development	http://www.visioninternet.com/solutions/professional-services/website-development			Development
Content Strategy	http://info.visioninternet.com/content-strategy			Development
Level 4				
Level 5				

Proposed Sitemap Tab

- This builds on the Current Sitemap tab and should be completed when instructed by your Project Manager
- This will be used by the Vision migration team as the specification for moving content to your new website. It answers the following questions:
 - Which pages should be migrated?
 - How should those pages be organized?
 - Which department owns each page?

Deliverables:

- Make any additions, subtractions, or alterations that you desire
- Add the number 1 for each page that should be migrated in Column I
- Ensure that a single Department is listed for every single page

Department Access Tab

- Each department can be given access to use specific components in the Content Management System
- Each component can be set differently for approval requirement
 - X – No access
 - A – Editors need APPROVAL of content changes
 - P – Editors can PUBLISH content without approval

Deliverables:

Fill out the matrix indicating which components each department can use and whether or not approval is required to publish content

Sample Content Group (Department) Name	Business Directory	Calendar	Custom Content	Document Central	Facility Directory	FAQ	Forms & Surveys	Image Library	Job Posts	News	Online Polls	Page	Photo Album	RFP Posts	Service Directory	Staff Directory
Communications Department / Webmasters	P	P	P	P	P	P	P	P	X	P	P	P	P	P	P	P
Marketing	A	A	X	P	A	A	A	P	X	A	A	A	X	X	X	A
Parks & Recreation	P	A	X	P	P	P	P	P	X	P	P	P	P	P	P	P
Human Resources	X	X	X	P	A	X	X	P	P	X	X	A	A	A	A	A

Review

First Name	Last Name	User Name	Department	Email Address	User Role	Notes
Mary	Jenkins	mary.jenkins	Marketing	mary.jenkins@city.com	Editor	

Navigation Name/ Level [Required]	Location (MS Word file of URL) [Required]	Site Map Notes	Client Migration Notes (Client/PM)	Department [Required]
Approach	http://www.visioninternet.com/approach/why-vision	Redirect		Marketing
Why Vision?	http://www.visioninternet.com/approach/why-vision			Marketing
Our Process	http://www.visioninternet.com/approach/our-process			Marketing
Accessibility	http://www.visioninternet.com/approach/accessibility-143			Marketing
Solutions				Development
Software				Development
visionLive				Development
visionPulse				Development
Professional Services				Development
Website Development				Development
Content Strategy				Development
Level 4				
Level 5				

Sample Content Group (Department) Name	Business Directory	Calendar	Custom Content	Document Central	Facility Directory	FAQ	Forms & Surveys	Image Library	Job Posts	News	Online Polls	Page	Photo Album	RFP Posts	Service Directory	Staff Directory
Marketing	A	A	X	P	A	A	A	P	X	A	A	A	X	X	X	A

Sequence

Part 1 (4 Weeks)

- Departments
- CMS Users
- Current Sitemap

Part 2 (6 Weeks)

- Proposed Sitemap
- Department Access

Thank You!

Questions?