



[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.jenkis	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	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

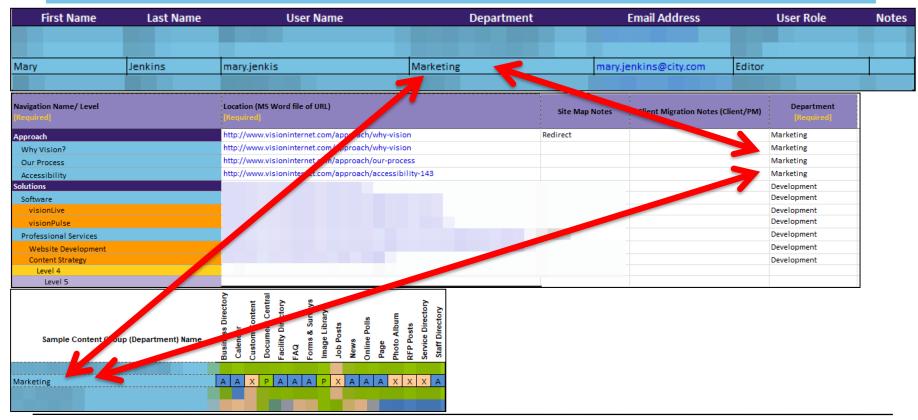
Deliverables:

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	Р	Р	Ρ	Р	Р	Р	Р	Р	Х	Р	Р	Р	Р	Р	Р	Р
Marketing	Α	Α	Х	Р	Α	Α	Α	Р	Х	Α	Α	Α	Х	Х	Х	Α
Parks & Recreation	Р	Α	Х	Р	Р	Р	Р	Р	Х	Р	Ρ	Р	Р	Р	Р	Р
Human Resources	Х	Х	Х	Р	Α	Х	Х	Р	Р	Х	Х	Α	Α	Α	Α	Α



Review





Sequence

Part 1 (4 Weeks)

- Departments
- CMS Users
- Current Sitemap

Part 2 (6 Weeks)

- Proposed Sitemap
- Department Access



Thank You!

Questions?

