

**Purpose:** To help guide development of the new public website and an internal portal/intranet for the university and provide feedback for continuous improvement.

**Public website:**

- Goal: To communicate the UNG identity and experience to prospective students and our constituents.
- Audiences: prospective students and cadets, parents and families, Continuing Education & Public Service constituents, Alumni, donors, and visitors/community.
- Platform: Cascade Server

**Portal/Intranet:**

- Goal: To provide easy and secure access to internal resources.
- Audiences: current students, faculty, and staff
- Platform: SharePoint 2010

**First stage development:** To complete the following by December 14, 2012:

- A home page and audience landing pages
- Critical enrollment and administrative information
- Documents required by SACS
- Departmental sites with contact information
- Departmental and employee directories
- Campus sites, containing maps and facilities

Links will be added to GSC and NGCSU websites to accommodate other information and forms.

**Final stage development:** Completion of the public website and the portal by April 30, 2013. GSC and NGCSU websites will be taken offline.

**Proposed web development timeline:**

|                   |  |
|-------------------|--|
| August –September | Unit website meetings with web team                                |
| September         | First Web Advisory Council meeting: Navigation and design feedback |
| November          | Second Web Advisory Council meeting: Website feedback              |
| December 14       | First stage development complete                                   |
| January 8         | Go live www and portal   |
| April 30          | Final stage development complete                                   |
| June 1            | Finalize content and administration policies and procedures        |
| June              | WAC meetings: feedback on website and policies                     |
| July 1            | Begin content editor training & implement approval process         |
|                   | WAC begins meeting each semester                                   |

**Content approval process and administration policies**

- Purpose: To assure appropriate content location and navigation, ADA accessibility, consistent styles, and removal of duplicate and outdated information.
- Plan: The web team will edit content on the public website and portal until July 2013. Content editors will begin training July 1, 2013 and may begin editing upon completion of training.
- Process:
  1. Edits are made by unit web coordinators and approved, as necessary, by departmental supervisor
  2. All edits are submitted to a central approver in web team.
  3. Changes are published on a regular basis.
  4. Changes become visible to intended viewers.