Pembina Hills Public Schools

WEBSITE PROJECT PLAN

UPANUP

Version: 1

UPANUP CONTACTS

Peter Knapp	Project Lead (primary contact)	peterk@upanup.com	*Office: 250 590 1721 x14* *Cell: 250 580 6030*
Chelsea Forbes	Project Manager (secondary contact)	chelseaf@upanup.com	*Office: 250 590 1721 x18* *Cell: 778 508 7613*
Richard Hammond	Technical Lead	richardh@upanup.com	*Office: 250 590 1721 x 16* *Cell: 250 580 6730*
Corri Loschuk	Senior Interface Designer	corril@upanup.com	*Office: 250 590 1791*

Peter and Chelsea to be CCed on all project communications.

PEMBINA HILLS CONTACTS

Pam Golden	Admin Assistant, Communications (primary contact)	pam.golden@phrd.ab.ca	*Office: 780.674.8567*
Alex Mottus	Director of IT (primary contact)	alex.mottus@phrd.ab.ca	*Office: 780.674.8515* *Cell:780.307.5702*
Mark Thiesen	Assistant Superintendent (secondary/summer contact)	mark.thiesen@phrd.ab.ca	

Pam and Alex are main project contacts, CCed on all communication. Both Pam and Alex have limited availability from July 1st to Aug 15th. Peter Knapp has limited availability from July 7 to 30th.

TIMELINE & DELIVERABLES

The following timeline should be reviewed and approved by Pembina Hills Public Schools team members. Any future changes to the timeline will need to be mutually agreed by Pembina Hills and Upanup.

Key phases, Upanup activities and milestones	**Start/end dates**	**Pembina Hills involvement**
1. Discovery & planning	**May 2 – Jun 6**	
• Project kick off, create & provide project plan and timeline	May 4	Review project plan, adjust, approve by May 9
• Provide discovery questionnaire/ agenda	May 12	Review in advance
• Facilitate discovery sessions with website stakeholders to determine priorities and requirements	May 17	Help organize, attend
• Facilitate feedback session with up to 10 external audience members (PHPS to recruit and provide location)	May 17	Help organize, attend
• Write and deliver web design brief, technical brief, and basic site map	May 31	Review, provide feedback & approve by June 6
2. Creative & design	**May 24 – Jun 28**	
• Create and present design mockups for the division site and design mockup for the school sites	Jun 15	Review, provide feedback by June 19

• Tweak design mockups based on feedback to gain approval of designs (includes one round of revisions)	Jun 22	Approval
• Create mobile views for designs once desktop mockups approved	Jun 28	n/a
3. Content & Development for Division Site	**Jun 6 – Aug 21**	
• Build out a basic content assembly site based on approved site map, port over content from live site	Jun 6 - Jun 30	Keep track of content changes made to old site after June 15 to be copied over to new site
• Full production of division website utilizing a best-practices, secure approach based on approved creative, sitemap and technical brief	Jun 22 – Aug 21	n/a
5. Content & Development for School Sites	**Jun 22- Oct 6**	
• Full production of schools multisite utilizing a best-practices, secure approach based on approved creative, sitemap and technical brief	Jun 22 – Sep 10	n/a
• Spawn 13 school sites	Sep 10	n/a
• Base level content migration for school sites	Sep 10 – Oct 6	n/a
6. Training, review & launch for Division Site	**Aug 21 – Oct 25**	
• Release password-protected beta stage **division** site for review, testing, and approval	Aug 21	Review
• Provide means for tracking bugs, required adjustments for division beta site	Aug 22	Review, provide weekly list
• Deliver online website help guide for division site, facilitate training session for division site, provide logins	Aug 23	Assist in organization for training
• Content editing and adjustments to division site made by Pembina Hills site admins	Aug 23 – Aug 29	Finalize content of new site
• Include two rounds of site tweaks and bug fixes for division site	Aug 23 - Sep 22	Consolidate and document bugs
• Approval to launch division site, lockout users	Aug 29	Provide written approval
• Full release to live host; public launch	Aug 31	Full communication, immediate testing, release
7. Training, review & launch for School Sites	**Oct 6 – Nov 15**	
• Release password-protected beta stage school sites	Oct 6	Review
• Facilitate training session for school multisite	Oct 11	Assist in organization
• Provide logins for school multisite administrators and editors	Oct 11	Accept and distribute (after training)
• Content editing and adjustments to school sites made by Pembina Hills site admins	Oct 11 – Oct 25	Major requirement for finalizing content of new site
• Include two rounds of site tweaks and bug fixes for school multisite	Oct 6 – Oct 31	Consolidate bugs and adjustments, ensure they are approved by web committee, provide in organized and sufficiently documented fashion
• Launch school sites as they are ready and approved	Oct 25 – Nov 15	Gain approvals, IT assist with DNS changes as needed