

# Digital Commons New Website Workflow

### **DISCOVER**

Research business goals and requirements, technical requirements, and initial scope.

We determine together how a Digital Commons website can provide solutions for your agency.

#### **DEFINE**

Define project scope, goals, timeline, and roles.

We create the project plan, containing the schedule, scope, and milestones.

#### **DESIGN**

Plan the site architecture and visual design to meet your user needs.

We help your website team organize the content on your website and determine priorities.

#### **DEVELOP**

Build your website.

We train your users to build and maintain your website, and assist you in creating the site.

# **DEPLOY**

Go live with the published site.

After testing and agency approval, your site is officially live and available to the public.

## **SUSTAIN**

Ongoing support and communication.

We continue to provide support and training for the life of your website.

#### Typical Activities

Kickoff

**Requirements Analysis** 

Stakeholder/Visitor Surveys

**Content Audit** 

**Technical Audit** 

**Analytics Review** 

Analytics/Top Tasks

**Card Sort/Navigation** 

**Document Taxonomy** 

Site Review/Test

**Agency Approval** 

Retrospective

Account Meetina

**Ongoing Support** 

**Content Creation and Coworking** 

**Advanced Training** 

**Document Migration if applicable** 

Italic = Workshop or meeting

**Document Assessment** 

Milestones

Project Plan Site Map Migration

Site Delivery

**Basic Training** 

Go Live