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**
- **Document Assessment**
- **Analytics/Top Tasks**
- **Card Sort/Navigation**
- **Document Taxonomy**
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- **Card Sort/Navigation**
- **Document Taxonomy**
- **Basic Training**
- **Advanced Training**
- **Content Creation and Coworking**
- **Document Migration if applicable**

**Milestones**
- Project Plan
- Site Map
- Migration Maps
- Site Delivery
- Go Live

*Italic = Workshop or meeting*

Last updated 05/11/2021