



Waterloo CMS Project

Status Update

Academic Support Computer Representative Meeting

October 15, 2009

Waterloo

Overview of Project Status

- Finalized Project Charter
- Scheduling Staff Training
- Finalizing Project Team
- Determining Technical Requirements for Pilot
- Drafting Planning Documentation
- Bridging with Web Redesign Project

Status of Project Charter

- Finalized on September 4, 2009
- Available on IST website:
<http://ist.uwaterloo.ca/istweb/projects.html>

Overview of Project Charter

Project Goal:

Open Text Web Solutions (OTWS) to replace Dreamweaver & Contribute

Project Schedule:

One year to a pilot launch of OTWS

Project Work:

- Project management planning
- Establishing and training a project team
- Developing OTWS expertise across UW
- University community communications
- Defining technical requirements
- Developing a UW implementation strategy
- Creating training & support plan for end-users
- Implementing pilot launch of OTWS

Project Team:

Roles (areas of expertise) required for project

Staff Training

2 training courses recommended by Open Text

- Web Solutions Management Server – Project Manager
- Web Solutions Management Server – Project Builder

Project Manager Staff Training

- 5 UW staff to be trained
- 2-day training course
- October 26-27, 2009 **UPDATED**
- Open Text, Waterloo

Project Manager Course Topics

- Project lifecycle overview
- Best practices for implementation
- Personnel roles
- Project timelines
- Project dependencies (critical path items)
- Strategies for implementing pilots
- Strategies for content migration
- Guidelines for rollout to end users

Project Builder Staff Training

- 20 UW staff to be trained
- 5-day training course
- Slot 1 – week of November 9, 2009
- Slot 2 – week of November 16, 2009
- 10 staff to be trained in each slot (10/slot is limit)
- UW in MC

Project Builder Course Topics

How to (with OTWS):

- Create, configure and manage websites
- Design and administer templates
- Implement site architectures and navigation structures
- Create an end-user editing environment
- Prepare website rollouts to end-users (including workflows and authorization structures)
- Publish websites

Project Team Structure

- Core project team
 - *Time allocation highly dependent on phase of project and role (0.5 – 4 days/week)*
- Consultants from across University
 - *As required based on project demands*
 - *Examples: accessibility, policy, security, communications*

Project Team Members

- Identified staff interested
 - Using Web Advisory Committee (WAC) as main vehicle and related WAC web CMS projects
- Determined availability of staff to participate
- Confirmed participation of staff with supervisors
 - Core project team status
 - University consultants status
- Formal announcement of project team coming soon!

Project Team Roles

- Project Charter outlines a list of project roles
 - Accessibility Specialist
 - Communications Specialist
 - Database Specialist
 - Project Manager
 - Requirements Analyst
 - System Architect
 - System Administrator
 - Technical Lead
 - Tester
 - Training-Support Spec.
 - Usability Specialist
 - Web Info. Architect
 - Web Administrator
 - Web Designer
 - Web Programmer
- Confirm against Project Manager course information
- List of roles has been requested from Open Text
- Feedback and revisions from UW stakeholders
 - Security specialist
 - Application administrator
 - Network specialist

Technical Requirements for Pilot Launch

Open Text is setting up access for us to *technical documentation* for OTWS

This will allow us to:

- Determine hardware/software requirements
- Identify any additional hardware/software resources & costs
- Gain internal expertise in OTWS

Planning Documentation

Drafting planning documentation

- Project Management Plan
 - Underway – lots of work to be done still
 - Informed by the PM course later in October
- University Communications Plan
 - Delivering presentations (WatITis, open house, etc.)
 - Providing status updates (UCIST, CTSC, WAC)
 - Using electronic media (UWweb mailing list, website/blog)
 - Submitting news to the Daily Bulletin
 - Developing a communications schedule

Bridging with Web Redesign Project

- Kick-off meeting held on Sep 23, 2009
- Regular meetings planned
- Areas of overlap
 - New web templates for the University
 - Web information architecture
 - University communications about the projects
 - End-user training (content preparation, template implementation)
 - Project schedules

Questions???