

Project Timeline

| Phases & Tasks | Estimated Due Date | Owner | Notes | Status | Complete Date |
|---|--------------------|----------|---|-------------|---------------|
| Phase 1: Consulting & UX | | | | Complete | |
| Phase 2: Graphic Design | | | | In progress | |
| Initial design complete and sent to Client Name | | Granicus | | Complete | 11/9/2020 |
| Design revisions complete | 12-Feb | Shared | Granicus & Client will work on completing the look & feel for the Home, interior pages & mobile version | In progress | |
| Design approval | 12-Feb | Client | | Pending | |
| Finalize Sitemap | 1-Mar | Shared | | | |
| Finalize CMS users list, Department access & workflow | 8-Mar | Shared | | | |
| Phase 3: Development | | | | | |
| Website Development | 15-Apr | Granicus | Granicus will take 8 weeks to develop & QA the website | | |
| Training scheduled | 10-Mar | Shared | Granicus & client will schedule training in preparation to Soft Launch | | |
| Content migration complete | 30-Apr | Granicus | | | |
| CMS Users and Workflows created in CMS | 1-Apr | Granicus | | | |
| Phase 4: Soft Launch | | | | | |
| Dev urls provided to Client Name | 4-May | Granicus | | | |
| User Acceptance Testing (UAT) - Review checklist and tracking spreadsheet | 5-May | Shared | | | |
| UAT Round 1 | 12-May | Client | Client team to review the dev site and review for any UAT issues. | | |
| UAT Submission to Granicus | 13-May | Client | Client team to provide consolidated list of UAT issues to Granicus. | | |
| UAT Rnd 1 Submissions complete | 19-May | Granicus | Granicus to resolve or provide ETAs of resolutions for UAT items submitted | | |

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|---|--------|----------|---|--|--|
| Transfer to staging | 20-May | Granicus | *Allow 1 week for this process to be complete *The dev environment is moved into a staging environment in preparation for Go-Live *Dev url should no longer be used | | |
| Staging Urls & user list sent to Client and trainer | 26-May | Granicus | PM will send a list confirming CMS users who have been set up with access. *Inform your PM if any new users need to be added prior to training | | |
| Training #1: Basic User | 31-May | Shared | | | |
| Training #2: Super User | 2-Jun | Shared | | | |
| Training #3: Beyond the Basics | 4-Jun | Shared | | | |
| UAT Round 2 | 7-Jun | Client | Client team to review the site in staging for any UAT items. | | |
| UAT Round 2 Submissions to Granicus | 14-Jun | Client | Client team to provide consolidated list of UAT issues to Granicus. | | |
| UAT Rnd 2 Submissions Complete | 21-Jun | Shared | Granicus to resolve or provide ETAs of resolutions for UAT items submitted Identify any go/no-go items | | |
| Pre-launch checklist to Client Name | 14-Jun | Granicus | | | |
| Style guides & Icon Library sent to Client | 14-Jun | Granicus | | | |
| Phase 5: Launch & Go Live | | | | | |
| Finalize all content updates needed for go-live | 7-Jun | Client | Content page creation, update urls and assign home page links prior to launch | | |
| CDN TXT Cert provided to Client Name | 14-Jun | Granicus | | | |
| CDN TXT Cert Updated | 18-Jun | Client | | | |
| Pre-launch checklist complete | 23-Jun | Client | Granicus will provide a list with review items to Client. Check list can begin work after transfer to staging and should be finalized prior to launch the next week. | | |
| Go-Live | 28-Jun | Shared | *Launches are done on M - Th in order to have support staff available. | | |
| Post launch site monitor | | Shared | | | |
| Project Close & Transfer to Support | 12-Jul | Granicus | | | |
| Project Survey | | Client | | | |