

Union Theological Seminary

WordPress						
Task Name	Duration	Start	Finish	Predecessors	Resource Names	% Complete
Initial Kick off Call	1 day	Fri 03/03/17	Fri 03/03/17		TEAM	100%
Project Manager Sends Get Started Documents	0 days	Fri 03/03/17	Fri 03/03/17	3	Project Manager	100%
Client returns design documents	3 days	Mon 03/06/17	Wed 03/08/17	4	Client	50%
Design Discovery Workshop	1 day	Thu 03/09/17	Thu 03/09/17	5	TEAM	100%
Client Identifies list of participants to Eblast Exercise	4 days	Mon 03/06/17	Thu 03/09/17	3	Client	100%
Designer Creates Card Sort, Provides Email Message, Test Link	1 day	Fri 03/10/17	Fri 03/10/17	6	Designer	100%
Customer Sends Out Card Sort Participant Invite Email	2 days	Mon 03/13/17	Tue 03/14/17	8	Client	100%
Participants to preform Card Sorting activity	5 days	Wed 03/15/17	Tue 03/21/17	9	Client,Designer	100%
Designer to Create Rapid Prototype	8 days	Fri 03/10/17	Tue 03/21/17	6	Design Developer,Designer	100%
Rapid Prototype Presentation	1 day	Wed 03/22/17	Wed 03/22/17	11	TEAM	100%
Designer Presents Strategy Findings Report and Site Map	1 day	Wed 03/22/17	Wed 03/22/17	11	Designer	100%
Designer sends rapid prototype	0 days	Wed 03/22/17	Wed 03/22/17	12	Designer,Design Developer	100%
Client revisions and feedback	1 day	Thu 03/23/17	Thu 03/23/17	14	Client	100%
Designer revises rapid prototype	1 day	Fri 03/24/17	Fri 03/24/17	15	Design Developer	100%
Presentation on Revised Rapid Prototype (call or email)	1 day	Mon 03/27/17	Mon 03/27/17	16	TEAM	100%
Client to accept final Prototype (auto accept after 3 days)	1 day	Tue 03/28/17	Tue 03/28/17	17	Client	100%
Designer creates Visual Designs for homepage and internal pages	8 days	Wed 03/29/17	Fri 04/07/17	18	Designer	100%
First design review call	1 day	Mon 04/10/17	Mon 04/10/17	19	TEAM	100%
Designer sends Home page and Internal	1 day	Mon 04/10/17	Mon 04/10/17	19	Designer	100%
Usability Testing Questions and Methods Determined	0 days	Mon 04/10/17	Mon 04/10/17	21	Design Developer,Client	100%
Client review and return revisions - Round 1	1 day	Tue 04/11/17	Tue 04/11/17	21	Client	100%
Designer to execute revisions from feedback	1 day	Wed 04/12/17	Wed 04/12/17	23	Designer	100%
Usability Testing on Visual Design	2 days	Thu 04/13/17	Fri 04/14/17	24	Designer	100%
Review Test Results-Discussion, decide how to apply results	1 day	Mon 04/17/17	Mon 04/17/17	25	TEAM	100%
Designer Revises Homepage and Internal Pages using feedback from Test	1 day	Mon 04/17/17	Mon 04/17/17	25	Designer,Design Developer	100%
Client Submit final review changes	1 day	Tue 04/18/17	Tue 04/18/17	27	Client	100%
Designer implements requested changes	1 day	Wed 04/19/17	Wed 04/19/17	28	Designer,Design Developer	100%
Designer sends final Visual Design and Online Acceptance Form	1 day	Thu 04/20/17	Thu 04/20/17	29	Designer,Design Developer,Project Manager	100%
Final acceptance due - auto accept after 3 days	2 days	Fri 04/21/17	Mon 04/24/17	30	Client	100%
Designer Builds Site - CSS, HTML	17 days	Tue 04/25/17	Wed 05/17/17	31	Design Developer	70%
Wordpress - Content Migration (10 pages)	2 days	Thu 05/18/17	Fri 05/19/17	32	Design Developer	0%
Quality Assurance	5 days	Thu 05/18/17	Wed 05/24/17	32	Designer	0%
Site Review Call	1 day	Mon 05/22/17	Mon 05/22/17	33	TEAM	0%
Designer sends final build and acceptance form to Client	1 day	Mon 05/22/17	Mon 05/22/17	33	Designer,Project Manager	0%
Site Acceptance (auto accept after 3 days)	2 days	Tue 05/23/17	Wed 05/24/17	36	Client	0%
Wordpress - Addtl content migration	5 days	Thu 05/25/17	Wed 05/31/17	37	Designer	0%
Word Press Training (1 session 2 hrs, addtl 2 hrs avail as needed)	1 day	Thu 06/01/17	Thu 06/01/17	38	TEAM	0%
Client to Migrate Pages upload new content	5 days	Fri 06/02/17	Thu 06/08/17	39	Client	0%
Launch discussion	1 day	Fri 06/09/17	Fri 06/09/17	40	TEAM	0%
Site Audit - Blackbaud	1 day	Fri 06/09/17	Fri 06/09/17	40	Designer	0%
Client Edits per Audit Recommendations	1 day	Mon 06/12/17	Mon 06/12/17	43	Client	0%
Site Lock - Migrate Files - Wordpress	1 day	Tue 06/13/17	Tue 06/13/17	44	Design Developer	0%
Client - DNS point to new IP	1 day	Tue 06/13/17	Tue 06/13/17	44	Client	0%
Go-Live Date - Wordpress	1 day	Tue 06/13/17	Tue 06/13/17	44	Design Developer,Project Manager,Client	0%
Online Campus Community						
OCC Replicate and build	22 days	Fri 04/21/17	Mon 05/22/17	30	Design Developer	80%
OCC Site Review	1 day	Tue 05/23/17	Tue 05/23/17	50	Design Developer	0%
OCC Site Acceptance	3 days	Wed 05/24/17	Fri 05/26/17	51	Client	0%
OCC Content Migration	10 days	Mon 05/29/17	Fri 06/09/17	52	Design Developer	0%
OCC Newsletter Templates	7 days	Mon 05/29/17	Tue 06/06/17	52	Designer	0%
OCC Newsletter Review	1 day	Tue 06/06/17	Tue 06/06/17	54	Designer	0%
OCC Newsletter Acceptance	3 days	Wed 06/07/17	Fri 06/09/17	55	Client	0%
OCC Go Live	1 day	Tue 06/13/17	Tue 06/13/17	44	Client,Design Developer,Project Manager	0%