

THE MAINTENANCE SURVEY

General Information

1. What areas of the redesigned site will be updated (for example, news, photos, horoscopes, products, reviews) and how often (for example, daily, weekly, monthly, quarterly, annually)?

At this point the renovation section and news sections will be potentially updated weekly. "New" historic information may need to be updated as it gets submitted. Once the initial renovation phase is over, the emphasis on the website will move to promoting current/future events and rentals.

2. Describe the maintenance team and individual responsibilities and time allocation, if known. (Full time? Part time? Split jobs?)

This website is being build using WordPress, a content management system (CMS) which will enable the client to update the content once this site goes live. This will most likely be a part time project and may be passed onto Historic Seattle employees or a future intern to maintain.

3. How will the site be updated? Will you be inputting content manually into HTML or XML files? Will you be using a content management system (CMS) to dynamically update and deploy content (useful, for example, in the management of e-commerce inventory or textpublishing databases)? If using a content management system, please describe in detail.

WordPress will be used to create and maintain this site. At this point a blog is not required for this website. The primary contact, Eugenia W. is familiar with using WordPress and will determine who will be responsible for the site maintance after the initial site has been launched.

4. Who is responsible for maintaining the site from a technical standpoint, and what is this person's technical expertise level? What experience and capabilities does he or she have? Will the person require training?

Historic Seattle currently has a webmaster, Marissa who should be able to provide technical assistance.

5. Who is responsible for making graphic changes on the site? What is his or her design expertise level?

Again, it is assumed that Carol Tompkins will be handing over/launching a finished or working version of the website which will be maintained by the client.

Content Creation

1. Who is responsible for creating the content for the site? Is this person able to dedicate part- or full-time resources to content creation?

Eugenia W. is responsible for providing and approving all content on this site. She will most likely be dedicating part-time resources to this creation.

2. Who is responsible for approving look-and-feel changes (as the site expands) to ensure that the quality of the site is maintained?

Again, Eugenia W. is responsible for providing and approving all changes to this site. Carol Tompkins will design and develop a site that has an appropriate, consist ant look-and-feel throughout the site before launching the site. The site will be created to be as easy to maintain as possible, with possible expansion capabilities considered.

3. How often will new sections or areas be added to the site? Will they be based on the existing site's template or be independent sections?

While certain parts of the website (renovation news/future events) will have frequent updates, the site will be built to accommodate these changes. The site should have the ability to expand as the client adds content and as the site gets more established. Any new additions probably should be based on existing templates.

Production Expertise

1. What technological expertise is necessary to update the site (basic HTML knowledge, light scripting knowledge)?

Knowledge of the particular CMS used will be necessary to keep this site updated. Any additional experience with basic HTML and light scripting will be helpful for the client to have.

2. Is there an automated process of changing content on the home page (an automatic refresh of images or text each time a person comes to the site, a randomly generated quote, or a date change)?

Not at this point.

Promotion

1. How will the user know the site has been updated? Will there be email announcements or specials tied into the site updates?

TBD. There will be website updates on the two organizations sites detailing the project and each organization will be mentioning the project in member emails. It is hoped that eventually visitors will want to visit the site for more information and it will get additional publicity from organizations renting the facility for their events.

2. Who is responsible for continued search engine and keyword updates and submissions? How often will keywords and META tags be revised?

Eugenia W. and Marissa.